

1 BILL NO. S-80-06-22

2 SPECIAL ORDINANCE NO. S-

76-80

3  
4 AN ORDINANCE approving a blanket purchase  
5 order - City Utilities Purchase Order Nos.  
6 B-2239, B-2240 and B-2241 for office sup-  
plies for Office Services Department.

7  
8 BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF  
9 FORT WAYNE, INDIANA:

10 SECTION 1. That the blanket purchase order - City  
11 Utilities Purchase Order Nos. B-2239, B-2240 and B-2241 in  
12 the approximate amount of \$9,780.46, dated June 2, 1980, be-  
13 tween the City of Fort Wayne, by and through the City Utilities  
14 Purchasing Agent and the Board of Public Works and Office Ser-  
vices Department, for:

15 acquisition of office supplies for the  
16 various departments of the city,

17 all as more particularly set forth in said purchase order,  
18 which is on file in the Office of the Department of Purchasing  
19 and is by reference incorporated herein and made a part hereof,  
20 be and the same is in all things ratified, confirmed and ap-  
21 proved.

22 SECTION 2. That this Ordinance shall be in full force  
23 and effect from and after its passage and approval by the  
24 Mayor.

25   
COUNCILMAN

26 APPROVED AS TO FORM AND  
27 LEGALITY JUNE 19, 1980.

28   
29 JOHN E. HOFFMAN  
30 City Attorney  
31  
32

Read the first time in full and on motion by Burns, seconded by Burns, and duly adopted, read the second time by title and referred to the Committee City Utilities (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Chambers, City-County Building, Fort Wayne, Indiana, on \_\_\_\_\_, the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_\_ M., E.S.T.

DATE: 6/24/80

Charles W. Westerman  
CHARLES W. WESTERMAN  
CITY CLERK

Read the third time in full and on motion by Burns, seconded by Burns, and duly adopted, placed on its passage. PASSED (~~LOST~~) by the following vote:

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINED</u>	<u>ABSENT</u>	<u>TO-WIT:</u>
<u>TOTAL VOTES</u>	<u>9</u>	<u>0</u>	_____	_____	_____
<u>BURNS</u>	<u>X</u>	_____	_____	_____	_____
<u>EISBART</u>	<u>X</u>	_____	_____	_____	_____
<u>GIAQUINTA</u>	<u>X</u>	_____	_____	_____	_____
<u>NUCKOLS</u>	<u>X</u>	_____	_____	_____	_____
<u>SCHMIDT, D.</u>	<u>X</u>	_____	_____	_____	_____
<u>SCHMIDT, V.</u>	<u>X</u>	_____	_____	_____	_____
<u>SCHOMBURG</u>	<u>X</u>	_____	_____	_____	_____
<u>STIER</u>	<u>X</u>	_____	_____	_____	_____
<u>TALARICO</u>	<u>X</u>	_____	_____	_____	_____

DATE: 7-8-80

Charles W. Westerman  
CHARLES W. WESTERMAN - CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ZONING MAP) \_\_\_\_\_ (GENERAL) \_\_\_\_\_ (ANNEXATION) \_\_\_\_\_ (SPECIAL) \_\_\_\_\_ (APPROPRIATION) ORDINANCE (RESOLUTION) No. S-76-80 on the 8th day of July, 1980.

ATTEST:  
Charles W. Westerman  
CHARLES W. WESTERMAN - CITY CLERK

(SEAL)  
Vivian G. Schmidt  
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 9th day of July, 1980, at the hour of 11:30 o'clock A. M., E.S.T.

Charles W. Westerman  
CHARLES W. WESTERMAN - CITY CLERK

Approved and signed by me this 9th day of July, 1980, at the hour of 4 o'clock P. M., E.S.T.

Winfield C. Moses, Jr.  
WINFIELD C. MOSES, JR.  
MAYOR

BILL NO. S-80-06-22

REPORT OF THE COMMITTEE ON CITY UTILITIES

WE, YOUR COMMITTEE ON CITY UTILITIES TO WHOM WAS REFERRED AN  
ORDINANCE approving a blanket purchase order - City Utilities Purchase  
Order Nos. B-2239, B-2240 and B-2241 for office supplies for  
Office Services Department

HAVE HAD SAID ORDINANCE UNDER CONSIDERATION AND BEG LEAVE TO REPORT  
BACK TO THE COMMON COUNCIL THAT SAID ORDINANCE DO PASS.

PAUL M. BURNS, CHAIRMAN

BEN EISBART, VICE CHAIRMAN

JOHN NUCKOLS

MARK GIAQUINTA

ROY SCHOMBURG

7-8-80  
CONCURRED IN

DATE CHARLES W. WESTERMAN, CITY CLERK

## BLANKET CITY UTILITIES PURCHASE ORDERS

B-2239 - BUSINESS EQUIPMENT COMPANY  
B-2240 - SHREX OF FORT WAYNE  
B-2241 - DOUBLEDAY BROTHERS

EVERY YEAR THE PURCHASING DEPARTMENT AT THE REQUEST OF OFFICE SERVICES DEPARTMENT INVITES BIDS FOR THE PURCHASE OF VARIOUS OFFICE SUPPLIES, TYPEWRITER RIBBONS, PENS, PENCILS, PAPER, TABLETS, LEAD, ERASERS, ETC., WHICH MAY THEN BE REQUISITIONED BY THE VARIOUS DEPARTMENTS OF THE CITY AND CITY UTILITIES FOR USE IN THEIR OFFICES.

ITEMS BID LOWEST BY A CERTAIN COMPANY ARE ORDERED FROM THAT COMPANY. IN THIS CASE, THERE WERE THREE COMPANIES AND THE ITEMS BID LOWEST WERE DIVIDED AMONG THEM. THIS ALSO PROMOTES GOOD WILL, DIVIDING THE BUSINESS AMONG TWO OR MORE COMPANIES. ALSO, IF THE CITY CANNOT ACQUIRE AN ITEM FROM ONE COMPANY, THE OTHERS ARE AT THEIR DISPOSAL.

## CITY OF FORT WAYNE

## CITY UTILITIES

DEPARTMENT OF PURCHASES  
CITY-COUNTY BUILDING  
NUMBER ONE EAST MAIN STREET  
FORT WAYNE, INDIANA 46802

B ORIGINAL 002239  
PURCHASE ORDER NO.

This number must appear on each package, packing slip, invoice, bill of lading, express receipt and correspondence.

DATE June 2, 1980

Business Equipment Company  
620 South Calhoun Street  
Fort Wayne, Ind. 46802

0402-01

## SHIP TO —

Office Services Dept.  
Basement City County Bldg.  
One Main Street  
Fort Wayne, Ind. 46802

Dept. No. 41

MAIL ALL INVOICES TO —  
CITY UTILITIES

GENERAL ACCOUNTING  
4th FLOOR CITY-COUNTY BUILDING  
NUMBER ONE EAST MAIN STREET  
FORT WAYNE, INDIANA 46802

INVOICE IN DUPLICATE, INCLUDING  
CERTIFICATION AS REQUIRED BY  
INDIANA STATE BOARD OF ACCOUNTS

QUANTITY RECEIVED	QUANTITY ORDERED	DESCRIPTION	ACCT. OR W.O. NO.	UNIT PRICE	TOTAL
			154.12		
		Blanket Purchase Order from 7-1-80 thru 12-31-80 for Office Supplies per attached Tabulation sheets.			
		Bid Reference No. 563-G			
		Approximate value of this order based on estimated quantities is \$3002.80			
		Note: Only the checked items under your company name are to be ordered, as required, on a departmental purchase order, against this blanket order.			
		Net			
		<u>SUBJECT TO COUNCILMANIC APPROVAL</u>			
		gb/lr			

NOTE: TERMS OF PAYMENT MUST BE SHOWN ON FACE OF INVOICE. OTHERWISE A 2% CASH DISCOUNT WILL BE TAKEN

BY \_\_\_\_\_  
CITY UTILITIES PURCHASING AGENT

## CITY OF FORT WAYNE

## CITY UTILITIES

DEPARTMENT OF PURCHASES  
CITY-COUNTY BUILDING  
NUMBER ONE EAST MAIN STREET  
FORT WAYNE, INDIANA 46802

B ORIGINAL 002240  
PURCHASE ORDER NO.

This number must appear on each pack-  
age, packing slip, invoice, bill of lading,  
express receipt and correspondence.

DATE June 2, 1980

Shrex of Fort Wayne  
323 East Berry Street  
Fort Wayne, Ind. 46803

2207-01

## SHIP TO —

Office Services Dept.  
Basement City County Bldg.  
One Main Street  
Fort Wayne, Ind. 46802

Dept. No. 41

MAIL ALL INVOICES TO —  
CITY UTILITIES

GENERAL ACCOUNTING  
4th FLOOR CITY-COUNTY BUILDING  
NUMBER ONE EAST MAIN STREET  
FORT WAYNE, INDIANA 46802

INVOICE IN DUPLICATE, INCLUDING  
CERTIFICATION AS REQUIRED BY  
INDIANA STATE BOARD OF ACCOUNTS

QUANTITY RECEIVED	QUANTITY ORDERED	DESCRIPTION	ACC'T. OR W.O. NO.	UNIT PRICE	TOTAL
		Blanket Purchase order from 7-1-80 thru 12-31-80 for Office Supplies per attached Tabulation sheet.	154.12		
		Per Bid Reference No. 563-G			
		Approximate value of this order based on estimated quantities is \$3256.23			
		Note: Only the checked items under your Company Name are to be ordered, as required, against this blanket order.			
		Net			
		<u>SUBJECT TO COUNCILMANIC APPROVAL</u>			
		gb/lr			

NOTE: TERMS OF PAYMENT MUST BE SHOWN ON FACE OF INVOICE. OTHERWISE A 2% CASH DISCOUNT WILL BE TAKEN

BY \_\_\_\_\_

CITY UTILITIES PURCHASING AGENT

SUBJECT TO CONDITIONS ON REVERSE SIDE

## CITY OF FORT WAYNE

## CITY UTILITIES

DEPARTMENT OF PURCHASES  
CITY-COUNTY BUILDING  
NUMBER ONE EAST MAIN STREET  
FORT WAYNE, INDIANA 46802

B ORIGINAL 062241  
PURCHASE ORDER NO.

This number must appear on each package, packing slip, invoice, bill of lading, express receipt and correspondence.

DATE June 2, 1980

Doubleday Brothers & Co.  
437 East Berry Street  
Fort Wayne, Ind. 46803

3366-01

## SHIP TO —

Office Services Dept.  
Basement City County Bldg.  
One Main Street  
Fort Wayne, Ind.

Dept. No. 41

MAIL ALL INVOICES TO —  
CITY UTILITIES

GENERAL ACCOUNTING  
4th FLOOR CITY-COUNTY BUILDING  
NUMBER ONE EAST MAIN STREET  
FORT WAYNE, INDIANA 46802

INVOICE IN DUPLICATE, INCLUDING  
CERTIFICATION AS REQUIRED BY  
INDIANA STATE BOARD OF ACCOUNTS

QUANTITY RECEIVED	QUANTITY ORDERED	DESCRIPTION	ACCT. OR W.O. NO.	UNIT PRICE	TOTAL
		Blanket Purchase Order from 7-1-80 thru 12-31-80 for Office Supplies per attached Tabulation sheet.  Per Bid Reference No. 563-G  Approximate value of this order based on estimated quantities is \$3521.43  Note: Only the checked items under your Company Name are to be ordered, as required, on a departmental purchase order against this blanket order.  Net  <u>SUBJECT TO COUNCILMANIC APPROVAL</u>  gb/lr	154.12		

NOTE: TERMS OF PAYMENT MUST BE SHOWN ON FACE OF INVOICE. OTHERWISE A 2% CASH DISCOUNT WILL BE TAKEN

ITEM	Est. QTY.	DESCRIPTION	UNIT PRICE	EST. TOTAL	UNIT PRICE	EST. TOTAL	UNIT PRICE	EST. TOTAL
1.	25	Accopress Binders, 11 x 8 1/2, side openings BFS 2507	.82 ea	20.50	.62/ea	15.50	.85 ea	21.25
2.	20	Accopress Binders, 11 x 8 1/2, end opening BFS 1704	.85 ea	17.00	.74/ea	14.80	1.02 ea	20.40
3.	40	Accopress Binders, legal size, end opening red, with 3" capacity	1.08 ea	43.20	.96/ea	38.40	1.24 ea	49.60
4.	20	Wilson Jones 14-14 1/2 in Nylon Prong Binders, 14 7/8 x 11 sheet	1.89 ea	37.80	2.02/ea	40.40	2.00 ea	40.00
5.	20	W J 364-34 NBL Ring Binder	3.04 ea	60.80	3.12/ea	62.40	3.20 ea	64.00
6.	5	National 63-161, 9 1/2 x 6 Binders Sub W.J. 364-12B	2.05 ea	10.25	2.10/ea	10.50	3.20 ea	16.00
7.	5	National 64-261, 9 1/2 x 6 Three Ring binders, Sub. Rogers 3329-12 1" Rings	4.61 ea	23.05	3.34/ea	16.70	5.35 ea	26.75
8.	5	National 87-784 Black, Hard Covers Three-ring Binders 3" Rings	14.65 ea	73.25	13.68/ea	68.40	11.60 ea	58.00
9.	5	Wilson Jones 345-40, 8 1/2 x 5 1/2 2" Ring Binders, Sub. Rogers 1345-40	6.35 ea	31.75	6.10/ea	30.50	11.95 ea	59.75
10.	5	Rogers 4345-10, 8 1/2 x 5 1/2 1" Binders stiff back, three ring	9.31 ea	46.55	11.05/ea	55.25	NO QUOTE	
11.	5	Rogers 1344-14L, 11 x 8 1/2 1" Ring Binders	7.75 ea	38.75	7.44/ea	37.20	9.25 ea	46.25
12.	5	Rogers 1349-44, three hole, black hard cover Binders 2" Rings	4.48 ea	22.40	4.30/ea	21.50	5.35 ea	26.75
13.	2	Borum & Pease 1471 Roll Books 14 1/4 x 9 1/4, with 150 pages	14.54 ea	29.08	14.45/ea	28.90	13.25 ea	26.50
14.	5	National Account Books, 37-331, or Borum and Pease 67-17/8, 150 pages	5.20 ea	26.00	6.75/ea	33.75	6.05 ea	30.25
15.	50	National 46-577 Money receipt books, 50 leaves, Sub. Wilson Jones S1607	.79 ea	39.50	.72/ea	36.00	55 ea	27.50
16.	75	Steno Notebooks, 36-746, Sub Wilson Jones 1115H	.38 ea	28.50	.37/ea	27.75	53 ea	39.75
17.	10 Bx.	Blue Manuscript Covers, 9 x 15 1/2, 100 per box, Eaton 225	3.08 bx	30.80	4.50/bx	45.00	5.25 ea	52.50
18.	500	Slider Back Report Covers - Clear	.17 ea	85.00	.18/ea	90.00	11 ea	55.00
	500	Slider Backs - Colors	.07 ea	35.00	.18/ea	90.00	7 ea	35.00



ITEM	EST. QTY.	DESCRIPTION
19	250	#12B Duo-Tang Covers, Light Blue with Pockets on both covers
20.	500	#125B Duo-Tang Covers, Green, Gray, Red Light Blue, and Dark Blue
21.	6 sets	Drawer Frames 8½ x 11
22.	6 sets	Drawer Frames 8½ x 14
23.	3,000	8½ x 11, 1/3, 1/5, or straight cut file folders, heavy manila
24.	700	Legal size file folders, 1/3, 1/5, or straight cut, Manila
25.	5 Bxs.	Pendaflex Folders 8½ x 11 Hanging
26.	5 Bxs.	Pendaflex Folders 8½ x 14 Hanging
27.	75	1524E Redrope file pockets, letter size
28.	35	1526E Redrope vertical file pockets
29.	350	#1514C, 11-3/4 x 9½ vertical file pockets
30.	75	#1516C, Legal size Pronto file pockets
31.	25	#1536G Redrope legal size file pockets with 5½" expansion
32.	150	#1534-G File Pockets
33.	25	Smead #1075G Expanding Wallets
34.	3	Webster Collegiate 7th Edition Dictionary
35.	2,500	Sub. 20, size 2-7/16 x 4-5/16 Manila coin envelopes, with and flap
36.	50	Sub. 28, 9 x 12 White Catalogue Envelope
37.	250	Sub. 32, 7½ x 10½, glazed Kraft Klasp Envelopes
38.	500	Sub. 32, 10 x 13 Glazed Kraft Klasp Envelopes
39.	500	Sub. 32, 11½ x 14½ Glazed Kraft Klasp Envelopes
40.	500	Sub. 32, 12 x 15½ Glazed Kraft Klasp Envelopes
41.	800	Sub. 32, 6 x 9 Glazed Kraft Klasp Envelopes

UNIT PRICE	EST. PRICE	UNIT PRICE	EST. PRICE	UNIT PRICE	EST. PRICE
.29 ea	72.50	.30/ea	75.00	281e	70.00
.20 ea	100.00	.22/ea	110.00	194e	95.00
2.10 ea	12.60	2.89/ea	17.34	245e	147.00
2.31 ea	13.86	3.20/ea	19.20	280e	168.00
47.20 m	141.60	39.40/H	118.20	4715	14145
6.00 c	42.00	51.00/H	35.70	62100	4340
6.53 bx	32.65	5.58/bx	27.90	585N	2935
6.65 bx	33.25	6.43/bx	32.15	6175N	3375
.70 ea	52.50	.70/ea	52.50	162e	4650
.80 ea	28.00	.00/ea	28.00	173e	2555
.58 ea	203.00	.58/ea	203.00	152e	182.00
.71 ea	53.25	.70/ea	52.50	165e	4725
.94 ea	23.50	1.03/ea	25.75	85e	2125
.82 ea	123.00	.82/ea	123.00	74e	111.00
1.21 ea	30.25	1.33/ea	33.25	110e	2750
8.76 ea	26.28	10.75/ea	32.25	973e	2835
8.18 m	20.46	10.16/H	25.40	NO QUOTE	
.07 ea	3.50	1.56/C	4.28	64e	3.00
.14 ea	35.00	4.68/C	11.70	64100	1600
8.46 c	42.30	6.48/C	32.40	1830100	5150
10.46 c	52.30	7.92/C	39.60	1270110	6350
11.29 c	56.45	8.40/C	42.00	1375111	6875
4.96 c	39.68	3.84/C	30.72	620110	4960

ITEM	EST. QTY.	DESCRIPTION
42.	500	Sub. 32, 10 x 15 Glazed Brown Kraft Envelopes without clasp, gummed end flap
43.	250	9 1/4 x 14 1/2 Manila Envelopes, with clasp
44.	250	10 x 15 Manila Envelopes with clasp
45.	4,000	9 x 12 Brown Clasp Envelopes
46.	15 sets	Smead 1151-25, 11 x 8 1/2 Pressboard file guides, metal tabbed.
47.	8 sets	Smead 2151-25 Alphabetized Green Pressboard file Dividers, Legal size, Sub. Barkley 215-25-1
48.	5 sets	Smead 515-25, 3 x 5 Alphabetical Card Guides, Sub. Barkley 575-25
49.	5 sets	Smead 5151-25, 3 x 5 Alphabetical card guides, Metal tabbed, Sub. Barkley 515-25-1
50.	10 sets	Smead 625-25, 4 x 6 Buff Guides, Alphabetical, Sub. Barkley 675-25
51.	5 Bxs.	1/5 cut, 3 x 5 Card Guides, plain blank tab, Buff, 100 per box, Sub. Barkley 575
52.	5 Bxs.	1/3 cut, 3 x 5 Card Guides, plain blank tab, Buff, 100 per box, Sub. Barkley 573
53.	5 Bxs.	1/3 cut, 4 x 6 Card Guides, plain blank tab, Buff, 100 per box, Sub. Barkley 673
54.	5 Bxs.	1/5 Cut, 4 x 6 Card Guides, Plain Blank Tab Buff, 100 per box
55.	5 sets	Smead 6151-25, 4 x 6 Alphabetical Metal tabbed file guides, Sub. Barkley 615-25-1
56.	5 Bxs.	1/3 cut, 5 x 8 Card Guides, plain blank tab, Buff 100 per box, Sub. Barkley 873
57.	15 sets	4 x 6 Plastic tabbed card guides, Buff Alphabetical
58.	15 sets	5 x 8 Plastic tabbed card guides, Buff-Alphabetical
59.	10 sets	3 x 5 Plastic Tab Alphabetical Card Guides
60.	10 sets	5 x 8 Alphabetical, metal tabbed pressboard file guides, Sub. Barkley 815-25-1
61.	3,500	3 x 5 White ruled cards, #110 Index
62.	1,500	4 x 6 White ruled cards #110 Index

Barkley		
Page 6 of 16		
UNIT	EST.	
PRICE	TOTAL	
10.16 c	50.80	
9.54 c	23.85	
10.16 c	25.40	
73.40 m	293.60	
8.40 st	126.00	
9.78 st	78.24	
1.20 st	6.00	
4.98 st	24.90	
1.00 st	10.00	
2.02 bx	10.10	
2.02 bx	10.10	
3.10 bx	15.50	
3.10 bx	15.50	
5.88 st	29.40	
4.36 bx	21.80	
1.80 st	27.00	
2.28 st	34.20	
1.42 st	14.20	
6.34 st	63.40	
.41 c	14.35	
.66 c	9.90	

Barkley		
Page 6 of 16		
UNIT	EST.	
PRICE	TOTAL	
18.45/c	42.25	
7.18/c	17.95	
7.68/c	19.20	
52.80/M	211.20	
6.22/st	93.30	
7.65/st	61.20	
.88/st	4.40	
4.00/st	20.00	
.73/st	7.30	
1.44/bx	7.20	
1.44/bx	7.20	
2.20/bx	11.00	
2.20/bx	11.00	
4.28/st	21.40	
3.17/bx	15.85	
1.42/st	21.30	
1.61/st	24.15	
1.06/st	10.60	
4.82/st	48.20	
3.12/M	10.92	
5.06/M	7.59	

Barkley		
Page 6 of 16		
UNIT	EST.	
PRICE	TOTAL	
NO QUOTE		
1205.00	30.12	
1235.00	30.87	
83.60 M	334.40	
895 a	134.25	
1075 a	86.00	
125 a	6.25	
550 a	27.50	
100 a	10.00	
195 bx	9.75	
195 bx	9.75	
300	15.00	
300	15.00	
610 st	30.50	
450 st	22.50	
200 st	30.00	
230 st	34.50	
145	14.50	
NO QUOTE		
420 M	14.70	
590 M	885	

ITEM	EST. QTY.	DESCRIPTION
63.	1,500	5 x 8 White ruled cards, #110 Index
64.	2,500	8 1/2 x 11 National 14-281 White Faint Ruled, three ring filler paper
65.	15	National 45-604 Analysis Pads, Sub. Wilson Jones 7204
66.	15	National 45-607 Analysis Pads, Sub. Wilson Jones 7207
67.	10	Wilson Jones G7214D Analysis Pads
68.	20	National 45-608 Analysis Pads, Sub. Wilson Jones 7208
69.	40	Wilson Jones 7513 Analysis Pads
70.	5	G7608B Wilson Jones Analysis Pads
71.	5	National 45-104 Analysis Pads, Sub. Wilson Jones 7604
72.	15	W.J. Columnar Pads #G7205
73.	300	Wilson Jones Columnar 10-3 sheets, 9 1/4 x 11 7/8
74.	3 pkg.	G10-8 Ledger Sheets
75.	35 doz.	8 1/2 x 11 Letter size ruled pads, yellow white #59-0250
76.	50 doz.	8 1/2 x 14 Legal ruled pads, yellow, white
77.	50 doz.	8 1/2 x 11 Legal ruled pads, yellow, white #59-1280
78.	6 doz.	5 x 8 legal pads - Canary
79.	6 doz.	5 x 8 Legal Pads - White
80.	300	8 1/2 x 11 Acetate sheet protectors, for three ring binders, #313, .005 Ga.
81.	6 rls.	C R 16 Correction Tape
82.	5	Paper Spindles
83.	30	Ko-Rec-Type, all colors
84.	10	Ko-Rec-Type, for Errors
85.	25 lbs.	Misc. Rubber Bands, size 10, 14, 16, 19, 32, 62, and 84

*Handwritten:* Page 7 of 16

UNIT PRICE	EST. TOTAL
1.10 e	16.50
1.49 c	37.25
1.53 ea	22.95
1.53 ea	22.95
1.53 ea	15.30
1.53 ea	30.60
2.95 ea	118.00
1.83 ea	9.15
1.13 ea	5.65
1.53 ea	22.95
6.74 c	18.42
6.74 c	18.42
3.96 dz	138.60
5.28 dz	264.00
4.56 dz	228.00
3.00 dz	18.00
3.00 dz	18.00
.08 ea	24.00
.48 r1	2.88
.91 ea	4.55
.89 pk	26.70
.89 pk	8.90
3.55 lb	88.75

*Handwritten:* Page 7 of 16

UNIT PRICE	EST. TOTAL
7.64/dz	11.46
13.38/M	33.45
1.56/ea	23.40
1.56/ea	23.40
1.56/ea	15.60
1.56/ea	31.20
3.06/ea	122.40
1.86/ea	9.30
1.19/ea	5.95
1.56/ea	23.40
6.47/c	19.41
6.47/c	19.41
3.56/dz	124.60
5.20/dz	260.00
4.69/dz	234.50
2.63/dz	15.78
2.71/dz	16.26
9.90/c	29.70
.61/r1	3.66
.80/ea	4.00
.90/pk	27.00
.90/pk	9.00
2.99/lb.	74.75

*Handwritten:* Page 7 of 16

UNIT PRICE	EST. TOTAL
875M	13.42
1680M	42.00
175 e	26.25
175 e	26.25
194 e	19.40
175 e	35.00
380 e	152.00
231 e	11.55
135 e	6.75
194 e	29.10
730 100	21.90
730 100	21.90
425 dz	148.75
510 dz	255.00
425 dz	212.50
295 dz	17.70
295 dz	17.70
1.07 e	21.00
.57 r1	3.42
175 e	3.75
175 e	22.50
75 e	7.50
190 dz	47.50

ITEM	EST. QTY.	DESCRIPTION
86.	8	Wels #35 File Boxes, Sub. Hedges #1035
87.	8	Wels #46 Storage Boxes with follow black for 4 x 6 cards, Sub. Hedges #1046
88.	5	Wels #835 WG, Gray Metal File Boxes, for 3 x 5 Cards
89.	10	Wels #846 WG, Gray Metal File Boxes, for 4 x 6 Cards
90.	10	#533 - 3 x 5 File Boxes 3" Deep
91.	5	Wels #858 WG, Gray Metal File Boxes, for 5 x 8 Cards
92.	9	Hedges File Boxes #1058
93.	10	1210L Pronto File, Letter size with Metal Front Drawer Type
94.	8	1510L Pronto Files, Legal size with metal front drawer type
95.	10	#2 Liberty Storage Boxes
96.	30	#11 Liberty Storage Boxes
97.	25	#12 Liberty Storage Boxes
98.	25	#15 Liberty Storage Boxes
99.	10	#18 Liberty Storage Boxes
100.	15	6 x 9 Clipboards, #203
101.	15	Letter size Clipboards
102.	20	Legal Size Clipboards
103.	15,000	#1 Paper Clips
104.	12 bxs.	#1 Paper Clamps (12 to box)
105.	2,000	#3 Paper Clips, 7/8" long
106.	1,000	Jumbo Paper Clips, 2" Long
107.	2 doz.	Magnetic Clips with 1 1/4" Clamp Hunt PE 2026, or equivalent
108.	12	Magnetic Paper Clip Holders
109.	2 doz.	Magnetic clips with 2 1/4" Clamp Hunt PE 2027 or equivalent

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UNIT PRICE	EST. TOTAL
<del>3.48</del> ea	27.84
3.99 ea	31.92
6.16 ea	30.80
7.29 ea	72.90
2.78 ea	27.80
8.41 ea	42.05
4.60 ea	41.40
10.50 ea	105.00
12.90 ea	103.20
2.75 ea	27.50
3.41 ea	102.30
3.73 ea	93.25
3.05 ea	76.25
2.78 ea	27.80
.85 ea	12.75
.85 ea	12.75
.91 ea	18.20
1.40 m	21.00
4.1 bx	4.92
2.34 m	4.68
4.60 m	4.60
5.16 dz	10.32
1.18 ea	14.16
6.96 dz	13.92

*Business*  
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UNIT PRICE	EST. TOTAL
2.83/ea	22.64
3.17/ea	25.36
5.10/ea	25.50
6.00/ea	60.00
2.32/ea	23.20
6.92/ea	34.60
3.56/ea	32.04
10.80/ea	108.00
13.20/ea	105.60
2.28/ea	22.80
2.90/ea	87.00
3.15/ea	78.75
2.52/ea	63.00
2.28/ea	22.80
.80/ea	12.00
.80/ea	12.00
.88/ea	17.60
1.90/m	28.50
.44/bx	5.28
2.88/m	5.76
7.98/m	7.98
40/ea	2.60
1.08/ea	12.96
.54/ea	12.96

*Special*  
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UNIT PRICE	EST. TOTAL
3.40 ea	27.20
3.95 ea	31.60
6.30 ea	31.50
7.40 ea	74.00
2.85 ea	28.50
8.55 ea	42.75
4.40 ea	39.60
11.20 ea	112.00
13.75 ea	110.00
2.25 ea	22.50
2.85 ea	85.50
3.15 ea	78.75
2.49 ea	62.25
2.25 ea	22.50
1.15 ea	17.25
1.00 ea	15.00
1.10 ea	22.00
1.50 m	22.50
50 bx	6.00
1.50 m	3.00
5.50 m	5.50
3.60 ea	7.20
1.80 ea	19.20
4.95 ea	9.90

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Equipment  
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ITEM	EST. QTY.	DESCRIPTION
110.	4 doz.	#2 Binder Clip-Clamps
111.	2 doz.	#5 Binder Clip-Clamps L.E.B.
112.	2 doz.	#10 Binder Clip-Clamps
113.	25	#1 Stamp Pads, Black & Red
114.	10	#2 Stamp Pads, Black & Red
115.	25	1" Scotch Tape Dispensers, H-126
116.	25	3/4" Scotch Tape Dispensers, H-127
117.	3	C-20 Tape Dispensers
118.	2 doz.	#100 Pink Pearl Erasers
119.	5 doz.	#7099B AW Faber Eraser Sticks, with Brush Sub. Venus
120.	1 gr.	Pencil Tip Wedge Erasers
121.	2 doz.	#211 Art Gum Erasers
122.	3 doz.	#7077B Erasers
123.	1 doz.	#400 Eberhard Faber Pink Pearl Erasers
124.	1 doz.	#1207 Eberhard Faber Erasers
125.	2,000	#4 Round Head Brass Fastners
126.	4 bxs.	#22 Acco Fastners, 50 per box
127.	5 doz.	Parr Swingline Finger Tips, size 11, 11 1/2, 12, 13 and 13A
128.	3	Liberty #76, 7 x 5 metal copy holder
129.	10 bxs.	Push Pins Assorted Colors
130.	30	Letter size, desk trays, gray #1600 Eldon
131.	10	Eldon Desk Trays, Legal #1604
132.	10 pkg.	Avery 1" dots, white
133.	10 pkg.	Avery 1" dots, colors
134.	10 pkg.	Avery 3/4" dots, colors
135.	1 doz.	Smead Spi-Roll labels, Cherry, Blue, & Buff

UNIT PRICE	EST. TOTAL
<u>2.72 dz</u>	2.92
<u>1.38 dz</u>	2.36
<u>2.95 dz</u>	5.90
<u>1.10 ea</u>	27.50
<u>1.44 ea</u>	14.40
<u>.36 ea</u>	9.00
<u>.36 ea</u>	9.00
<u>6.40 ea</u>	19.20
<u>2.50 dz</u>	5.18
<u>3.10 dz</u>	15.50
<u>5.15 gr</u>	5.15
<u>3.46 dz</u>	6.02
<u>3.43 dz</u>	10.29
<u>3.68 dz</u>	3.68
<u>3.56 dz</u>	3.56
<u>1.38 c</u>	27.60
<u>1.80 bx</u>	7.20
<u>1.20 dz</u>	6.00
<u>2.48 ea</u>	2.44
<u>1.56 bx</u>	15.60
<u>2.61 ea</u>	78.30
<u>5.01 ea</u>	50.10
<u>.95 bx</u>	9.50
<u>1.19 bx</u>	11.90
<u>1.41 bx</u>	14.10
<u>.68 rt</u>	8.16

UNIT PRICE	EST. TOTAL
<u>.82/dz</u>	3.28
<u>1.30/dz</u>	2.60
<u>3.25/dz</u>	6.50
<u>.89/ea</u>	22.25
<u>1.30/ea</u>	13.00
<u>.35/ea</u>	8.75
<u>.35/ea</u>	8.75
<u>4.85/ea</u>	14.55
<u>2.40/dz</u>	4.80
<u>3.36/dz</u>	16.80
<u>4.70/gr</u>	4.70
<u>3.36/dz</u>	6.72
<u>3.36/dz</u>	10.08
<u>3.40/dz</u>	3.40
<u>3.36/dz</u>	3.36
<u>17.60/m</u>	35.20
<u>2.33/bx</u>	9.32
<u>1.44/dz</u>	7.20
<u>2.45/ea</u>	7.35
<u>2.16/bx</u>	21.60
<u>2.50/ea</u>	75.00
<u>4.80/ea</u>	48.00
<u>1.21/pkg</u>	12.10
<u>1.50/pkg</u>	15.00
<u>1.80/pkg</u>	18.00
<u>9.40/dz</u>	9.40

UNIT PRICE	EST. TOTAL
<u>85 dz</u>	3.40
<u>140 dz</u>	2.80
<u>350 dz</u>	7.00
<u>95 e</u>	23.75
<u>11.25 a</u>	12.50
<u>45 e</u>	11.25
<u>45 e</u>	11.25
<u>675 e</u>	20.25
<u>23 dz</u>	5.90
<u>315 dz</u>	15.75
<u>(448 gr)</u>	4.48
<u>(285 dz)</u>	5.70
<u>315</u>	9.45
<u>410</u>	4.10
<u>410 dz</u>	4.10
<u>(1150 m)</u>	23.00
<u>215 bx</u>	8.60
<u>120 dz</u>	6.00
<u>225 a</u>	6.75
<u>39 ea</u>	3.90
<u>225 e</u>	67.50
<u>430 e</u>	43.00
<u>140 dz</u>	14.00
<u>(140 pk)</u>	14.00
<u>168 FK</u>	16.80
<u>70 e</u>	8.40

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ITEM	EST. QTY	DESCRIPTION
136.	20 pkg.	Labels, Avery Self-Adhesive, unprinted 5-6432
137.	20 pkg.	Labels, Avery Self-Adhesive, unprinted 5375
138.	3	"Cavalier" List-finders, complete
139.	4	List Finders refills, Cavalier Model
140.	5	Bates List Finders, "Director" Model - complete
141.	4	List Finders Refills, "Director" Model
142.	3 bxs.	3631 Carter's Purple Ditto Masters, 8 1/2 x 11 Sub. Allied
143.	15 doz.	Felt-tipped Markers, Pencil type, Estabrook, various colors, Sub. Dri-Mark PR & PFR
144.	15 doz.	Hi-Lifters Assorted Colors
145.	12	Sterling Master Envelopes, Moistened (Plastic tube with sponge)
146.	20 gr.	Black Lead Pencils, Ticonderoga #2, 2 1/2, & 3.
147.	25 doz.	Eagle Veri-Thin Pencils, with erasers, various colors
148.	10 doz.	Eagle Veri-Thin Pencils, without erasers, various colors
149.	4 doz.	A.W. Faber-Castell Drawing Pencils 2H & 3H
150.	30 doz.	All-Rite Office Rulers, Extra fine line, #522, #542, Colors Red, Blue & Black
151.	30 doz.	S54E Med. All Rite Pens
152.	6 doz.	#208 Magic Marker - All Colors
153.	2 doz.	Universal Refills for Ball Point Pens, Medium point, Blue, Black and Red
154.	4 doz.	Magic Markers Wide Nib. El Marko
155.	1 grs.	Pentel Rolling Riter Assorted Colors #R-100
156.	1 grs.	Wonder Rulers Assorted Colors
157.	6 doz.	Lindy Medium Pens #460M Assorted Colors
158.	5 tubes	Pentel Eraser Refills

UNIT PRICE	EST. TOTAL
1.36 bx	27.20
1.85 pk	37.00
12.80 ea	38.40
2.96 ea	11.84
8.53 ea	42.65
2.96 ea	11.84
5.31 bx	15.93
6.13 dz	91.95
4.76 dz	71.40
1.28 ea	3.36
1.38 dz	331.20
2.16 dz	54.00
2.18 dz	21.80
4.06 dz	16.24
3.38 dz	95.40
2.26 dz	62.80
4.68 dz	28.08
5.31 dz	10.62
2.67 dz	10.68
16.60 dz	79.20
3.58 dz	42.96
5.64 dz	73.84
24 tb	1.70

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UNIT PRICE	EST. TOTAL
1.50/pkg	30.00
2.00/pkg	40.00
12.95/ea	38.85
2.88/ea	11.52
8.60/ea	43.00
2.88/ea	11.52
5.15/bx	15.45
4.56/dz	68.40
4.56/dz	68.40
.58/ea	6.96
16.75/gr	335.00
2.04/dz	51.00
2.04/dz	20.40
3.84/dz	15.36
3.24/dz	97.20
2.52/dz	75.60
3.00/dz	18.00
4.32/dz	8.64
4.56/dz	18.24
7.80/dz	93.60
3.97/dz	47.64
4.56/dz	27.36
.38/tb	1.90

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UNIT PRICE	EST. TOTAL
1.40 pk	28.00
155 pk	31.00
13.45 ea	40.35
295 ea	11.80
875 ea	44.75
295 ea	11.80
7.45 bx	22.35
398 dz	59.70
5.30 dz	77.50
40 ea	480
15.30 g	306.00
195 pz	48.75
195 dz	19.50
398 dz	15.92
298 doz	89.40
2.25 doz	67.50
3.75 dz	22.50
380 dz	7.60
NO	0.00
96.00 gr	96.00
49.68 gr	49.68
490 dz	29.40
46 ea	2.30

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ITEM	EST. QTY.	DESCRIPTION
159.	6	Sta-Put Pen and Anchors - W. T. Rogers
160.	1 doz.	Sta-Put Pen Refills - W. T. Rogers
161.	30 doz.	Bic Pens, Medium Point
162.	30 doz.	Bic Pens, Fine Point
163.	2 doz.	Paparmate Pens, Refillable Ball Point
164.	18	Pental Sharp 5 Eversharps
165.	15 tubes	Pental Lead for Sharp 5 Pencils
166.	2 doz.	Dri-Mark Nylon Tip Pen, Various Colors
167.	10	Medium Priced Metal Letter Openers
168.	1 ct.	#2 Dennison gummed Reinforcements, 72 boxes to a carton
169.	12	12" Wood Ruler, with double metal edge
170.	12	15" Wood Ruler, with double metal edge
171.	12	18" Wood Ruler, with double metal edge
172.	10	8" straight scissors, medium priced
173.	18	#30 Acco Staplers #73304
174.	25 bxs.	Staples for #4 Swingline Staplers
175.	5 bxs.	Ace #700 undulated staples
176.	3	#702 Ace Clipper Staples
177.	20	Ace Standard #600 Staple Removers
178.	10	Pencil Sharpener, Boston 1068, self-feed Belge color, vacuum Base
179.	5	Desk Organizers K3-20HW-GRA
180.	5	Desk Organizers #306
181.	2 rls.	#710 Scotch Tape, 2" wide x 72 yds. black pressure
182.	30	#810 Mending Tape, 1/2" x 1296"
183.	30	#810 Mending Tape 3/4" x 300" with Dispenser

UNIT PRICE	EST. TOTAL
1.86 ea	11.16
11.28 dz	11.28
.89 dz	26.70
.89 dz	26.70
8.16 dz	16.32
2.24 ea	40.32
.40 tb	6.00
1.73 dz	3.46
.49 ea	4.90
20.90 ea	20.90
.46 ea	5.52
.58 ea	6.96
.68 ea	8.16
1.96 ea	19.60
2.85 ea	141.30
.49 bx	12.25
1.76 bx	8.80
9.93 ea	29.79
.70 ea	14.00
8.66 ea	86.60
15.31 ea	76.55
9.68 ea	48.40
6.58 rl	13.16
.86 ea	25.80
.51 ea	15.30

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UNIT PRICE	EST. TOTAL
1.79/ea	10.74
.90/ea	10.80
2.28/dz	68.40
3.00/dz	90.00
7.80/dz	15.60
1.94/ea	34.92
.45/tb	6.75
3.36/dz	6.72
.53/ea	5.30
14.30/ct	14.30
6.00/dz	6.00
7.55/dz	7.55
8.85/dz	8.85
1.97/ea	19.70
9.50/ea	171.00
.73/bx	18.25
1.80/bx	9.00
9.05/ea	27.15
.71/ea	14.20
8.70/ea	87.00
9.00/ea	45.00
10.85/ea	54.25
9.00/rl	18.00
.95/rl	28.50
.51/ea	15.30

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UNIT PRICE	EST. TOTAL
1.99 e	11.94
1.90 e	10.80
2.25 dz	67.50
3.00	90.00
9.50 dz	19.00
2.98 e	53.64
56 tube	8.40
4.25 dz	8.50
59 e	5.90
27.00 ct	27.00
55 e	6.60
1.60 e	7.20
.70 e	8.40
1.97 e	19.70
9.75 e	175.50
70 bx	17.50
1.45 bx	7.25
18.35	25.05
6.50 e	13.00
7.95 e	79.50
14.75 e	73.50
10.75 e	53.75
11.17 r	22.34
90 r	27.00
.52 r	15.60

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ITEM	EST. QTY.	DESCRIPTION	UNIT PRICE	EST. TOTAL
184.	75	#810 Mending Tape, 3/4 x 1296"	1.06 ea	79.50
185.	10	#810 Mending Tape 3/4" x 2592"	1.94 ea	19.40
186.	35	#600 Scotch Tape, 1/2" x 1296"	.61 ea	21.35
187.	25	#600 Scotch Tape, 3/4" x 1296"	.81 ea	20.25
188.	10	#600 Scotch Tape, 3/4" x 2592"	1.36 ea	13.60
189.	25	#230 Scotch Brand Drafting Tape, 3/4" x 60 yds. rolls	1.60 ea	40.00
190.	10	#230 Scotch Brand Drafting Tape, 1" x 60 Yard Rolls	1.99 ea	19.90
191.	50 ft.	Magnetic Tape - 1/2" Wide	.364 ft	18.20
192.	20 rls.	1/2" Wide Dymo Tape, Black, Blue, Green & Brown	.58 ea	11.60
193.	20 rls.	3/8" Wide Dymo Tape, Black, Blue, Green & Brown	.71 ea	14.20
194.	10 rls.	1/2" Dymo Tape, Assorted Colors	.88 ea	8.80
195.	6	Engrs. Scales & Cases (3 sided)	2.01 ea	12.06
196.	15 bxs.	1/2" Clear Index Tabbing, 5 ft. per box	.79 bx	11.85
197.	10 bxs.	1/3" Index Tabs, Various Colors, 5 ft. per box	.79 bx	7.90
198.	12 rls.	#880, 3/4" x 60 yd., Filament tape, Scotch Brand	2.81 ea	33.72
199.	6	#18 Polished Cotton Twine 1/2" Balls	2.93 ea	17.58
200.	6	2 1/2 lb. Cones of 20 Ply Cotton Twine	1.51 ea	9.06
201.	15	19 x 24 Green Desk Pad Blotters	.26 ea	3.90
202.	25	19 x 24 Desk Pads, Green 21403	2.86 ea	71.50
203.	50	19 x 24 Acetate Desk Pad Covers, .0075 thick	1.01 ea	50.50
204.	5	Rubber Pads for Under Typewriters	1.96 ea	9.80
205.	3	X6-403CR, 1/2" Clipper type paper punches	1.11 ea	3.33
206.	15	Write-O-Folio Jr.	1.66 ea	24.90
207.	15	Write-O-Folio Legal size	3.13 ea	46.95
208.	20	Write-O-Folio Letter Size	2.81 ea	56.20
209.	6 doz.	Liquid Paper - White	8.52 dz	51.12

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UNIT PRICE	EST. TOTAL
1.25/r1	93.75
2.20/r1	22.00
.70/r1	24.50
.94/r1	23.50
1.48/r1	14.80
1.74/r1	43.50
2.17/r1	21.70
.22/ft	11.00
.73/r1	14.60
.91/r1	18.20
1.13/r1	11.30
1.44/ea	8.64
.90/bx	13.50
.90/bx	9.00
2.94/r1	35.28
1.61/ea	9.66
8.24/ea	49.44
.30/ea	4.50
2.40/ea	60.00
.80/ea	40.00
2.34/ea	11.70
.97/ea	2.91
1.62/ea	24.30
2.70/ea	40.50
2.60/ea	52.00
8.52/dz	51.12

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UNIT PRICE	EST. TOTAL
1.20 ea	90.00
214 e	21.40
64 e	22.40
89 e	22.25
142 e	142.0
174 e	43.50
217 e	21.70
NO QUOTE	
.68 nl	13.60
.85 nl	17.00
1.05 nl	10.50
NO QUOTE	
.70 nl	10.50
.70 nl	7.00
2.99 r	35.88
195 e	11.70
NO QUOTE	
25 e	3.75
2.75 e	68.75
1.00 e	50.00
1.50 e	7.50
112	3.36
1.75	26.25
3.60	54.00
2.80	56.00
60 e	43.20



Appendix  
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PRICE

EST.

TOTAL

.37 ea	4.44
.79 ea	23.70
.79 ea	23.70
3.50 gl	52.50
5.68 dz	28.40
1.13 ea	11.30
.90 ea	21.60
3.39 ea	16.95
10.50 ea	21.00
2.63 ea	5.26
1.01 ea	15.15
2.54 m	6.35
.39 ea	7.80
.63 bx	6.30
18.00 dz	90.00
.88 st	8.80
1.48 ea	11.84
3.99 st	7.98
2.05 st	8.20
2.45 ea	12.25
1.64 ea	8.20
1.13 ea	22.60
9.34 ea	84.06
6.75 ea	20.25
4.88 ea	14.64

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UNIT

PRICE

EST.

TOTAL

.32/ea	3.84
.71/ea	21.30
.81/ea	24.30
3.30/ea	49.50
5.40/dz	27.00
1.22/btl.	12.20
8.64/dz	17.28
3.13/ea	15.65
10.08/ea	20.16
2.95/ea	5.90
.94/ea	14.10
4.96/m	12.40
.34/ea	6.80
.52/bx	5.20
1.44/bx	86.40
.97/st	9.70
1.90/ea	15.20
2.60/st	5.36
1.18/st	4.72
2.98/ea	14.90
1.98/ea	9.90
1.20/ea	24.00
9.96/ea	89.64
7.74/ea	23.22
5.28/ea	15.84

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UNIT

PRICE

EST.

TOTAL

35a	4.20
.70e	2100
.70e	21.00
N.O.	90075
576 dz	28.80
90e	9.00
7.20 dz	1440
38e	1500
975 dz	19.50
285a	5.70
1.05e	15.75
3.85M	9.62
.45e	9.00
.39 dz	3.90
.24 dz	1.20 ?
.90	9.00
1.75e	14.00
3.15 dz	6.30
1.40 dz	5.60
4.25e	21.25
1.9e	9.50
1.20e	24.00
10.95e	97.65
750e	22.50
4.85e	14.55

ITEM	EST. QTY.	DESCRIPTION
210.	12 bt.	Liquid Paper Thinner
211.	30 btls.	Liquid Paper - Copies Only
212.	30 btls.	Liquid Paper - In Colors
213.	15 gal.	Ditto Fluid, in 1 gallon jugs
214.	5 doz.	A-59 Bic Pens
215.	10	Stamp Pads Ink, in 1 1/2 oz. bottles black & red
216.	2 doz.	Carter's Rubber Cement, 4 oz. bottles, Sub. Ross - Evans
217.	5	Empty Pint Jar, with Applicator Brush, for Carter's Rubber Cement
218.	2	Carter's Rubber Cement, in 1 gallon containers
219.	2	Carter's Rubber Cement Thinner, in 1 quart containers, Sub. Ross-Evans
220.	15	Scat Typewriter Cleaner, 2 oz. Bottles
221.	2,500	Tag Wire, 12" 1000 per bundle
222.	20 pcs.	Poster Board 22" x 28" White
223.	10 bxs.	Large Thumb Tacks, #4, 100 per box
224.	5 doz.	Map Tacks, Assorted Colors
225.	10 sets	C1-213-8 Aico Indexes
226.	8 cans	3M Desk & Office Cleaners
227.	2 sets	9" High Metal Bookends
228.	4 sets	5" High Metal Bookends
229.	5	15" Waste Baskets
230.	5	12 1/2" Waste Baskets
231.	20	47-812 Binders
232.	9	241-40N Post Binders
233.	3	LV-219-A Legal Accordion File Alphabetized
234.	3	R217A, Accordion or expanding files, letter size alphabetized

ITEM	EST. QTY.	DESCRIPTION	UNIT PRICE	EST. TOTAL	UNIT PRICE	EST. TOTAL	UNIT PRICE	EST. TOTAL
235.	35	Indexes 504-40M	1.44 st	50.40	1.54/st	53.90	1.75 st	61.25
236.	3 doz.	Flash 32 Markers	3.65 dz	10.89	3.72/dz	11.16	4.74 dz	14.22
237.	2,500	C-35 Rolodex Cards	.64 c	16.00	5.82/M	14.55	5.95 M	14.87
238.	6 doz.	Flash 30 Markers Assorted Colors	3.20 dz	19.20	3.36/dz	20.16	414 dz	24.84
239.	3	3 Hole Paper Punch Y4-33	7.26 ea	21.78	6.95/ga	20.85	7.20	21.60
240.	1 doz.	#1 Daters	1.51 ea	18.12	20.88/dz	20.88	135 dz	16.20
241.	1 doz.	#2 Daters	1.99 ea	23.88	26.64/dz	26.64	1.70 dz	20.40
242.	500 Rolls	2 1/2" Add Machine Paper Single & White	.24 ea	120.00	.26/r1	130.00	28.00 100	140.00
243.	500 Rolls	3" Add Machine Paper	.40 ea	200.00	.41/r1	205.00	45.50 100	227.50
244.	500 Rolls	3 7/16" Add Machine Paper	.45 ea	225.00	.47/r1	235.00	54.00 100	270.00
245.	1 doz.	#21 Liberty Box	33.60 dz	33.60	2.32/ea	27.84	288 a	34.56
246.	50	C-213 Alpha. Index	1.90 st	95.00	1.91/st	95.50	NO QUOTE	
247.	8 bxs.	#42 Oxford Plastic Tabs	1.29 bx	10.32	1.70/pk	13.60	150 Bxl	12.00
248.	10 gross	PILOT FINE LINE SWPP	57.60 gr	576.00	66.24/gr	662.40	57.00 gr	570.00
249.	50	Budd Cassette Tapes 60 Min.	1.19 ea	59.50	1.30/ea	65.00	NO QUOTE	
250.	50	Budd Cassette Tapes 90 Min.	1.65 ea	82.50	1.80/ea	90.00	NO QUOTE	
251.	1,500	#12 Manila Envelopes	.04 ea	60.00	16.50/bx	49.50	42.00 M	63.00
252.	2,500	#5-G Manila Tags	9.88 m	24.70	8.50/M	21.25	999 M	4.97
253.	1 1/2 gross	Hard Head Flair	6.49 dz	116.82	6.24/dz	112.32	78.00 gr	117.00
254.	1 1/2 gross	Quick Sliver Flair	8.91 dz	160.38	7.80/dz	140.40	958 gr	143.82
255.	1 1/2 gross	Ultra Fine Flair	6.59 dz	118.62	6.24/dz	112.32	78.00 gr	117.00
256.	2,500	2 1/2" x 4" Roll-O-Dex Cards	.53 c	13.25	4.78/M	11.95	490 M	12.25
257.	2,500	Nat #14-280 Filler Paper	1.49 c	37.25	1.42/c	35.50	16.00 M	42.00
258.	1 1/2 gross	FFJ Folder Labels All Colors	.90 bx	194.40	1.19/pk	257.04	158.40 gr	237.60
259.	1 1/2 gross	REL-3 Roll Labels All Colors	.90 rl	194.40	1.19/pk	257.04	158.40 gr	237.60

TOTAL \$10,823.20

# Memorandum

To Mr. Mark Akers Board of Works Date June 2, 1980  
From Gaye Bales Department of Purchases  
Subject Bid Reference #563-G Office Supplies

COPIES TO:

G. Thayer

Attached are bid documents and Tabulation sheets relating to Blanket Purchase Order Numbers B-2239, B-2240, and B-2241 and which are prepared for the following vendors.

	Purchase Order Numbers	Estimated Amount
Business Equipment Company	B-2239	\$ 3002.80
Shrex of Fort Wayne	B-2240	3256.23
Doubleday Brothers	B-2241	<u>3521.43</u>

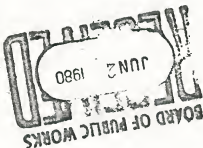
Total Approximate Value: \$ 9780.46

Please include the attached supporting information when this Bid is submitted to City Council for approval. No Blanket numbers are to be released to the above vendors until Purchasing receives Purchase Order written documentation of Council approval.

  
Gaye Bales  
Gaye Bales - Buyer

Approved: 

Aaron M. Gluck  
Director



## CITY OF FORT WAYNE

## DEPARTMENT OF PURCHASES

Number One Main St., Ft. Wayne, Ind. 46802

## INVITATION

Quotations, subject to the conditions on the reverse hereof, are requested on the following list of materials, supplies, equipment or services, for the department as mentioned, with delivery to destination as shown herein. Quotations shall include all charges for delivery, packing, etc. Address your reply as indicated below.

\*Mail all replies and correspondence, etc., to Attn. of Aaron M. Gluck 423-7037 DEPARTMENT OF PURCHASES

Page 1 of 16Ref. No. 563-GDate May 19, 1980

Data wanted \_\_\_\_\_

Fund  
Appropriation No. \_\_\_\_\_Room 940 Number One Main St., Ft. Wayne, Ind. 46802

## REQUIRED FOR DELIVERY TO:

Department Office Services Departmentor Division Basement, City County Bldg.Address One Main Street, Fort Wayne, Ind. 46802

RETURN ORIGINAL TO THE CITY—RETAIN DUPLICATE COPY FOR YOUR FILE

Closing Friday May 30, 1980 at 10:30 A.M.

Time of Bid \_\_\_\_\_

TAXES: THE CITY IS EXEMPT FROM FEDERAL EXCISE AND INDIANA STATE SALES TAX. THE CITY'S INDIANA SALES TAX EXEMPTION CERTIFICATE NUMBER IS NO. 1466. PRICES SHOULD NOT INCLUDE THESE TAXES. See "Instructions to Bidders" No. 10 on reverse hereof for details.

## TAX EXEMPT (Unless otherwise indicated)

Quantity	Unit	Materials, Supplies, Equipment or Services	Unit Price	Total Amount
OFFICE SUPPLIES - JULY 1, 1980 THRU December 31, 1980				
The award of this bid may be made on either an item by item or on an overall basis, as we determine the most beneficial to the City.				
The supplies will be shipped only upon issuance of Purchase Order as the need dictates.				
Vendors must be able to supply from stock. If requests cannot be filled within seven (7) days, then approval will be required for extended delivery.				
The Brand Names and Numbers are only intended to be used as a guide for bidders. If alternate is to be quoted it must be equal or better. Please list manufacturer and number on line provided.				
Some items will be ordered directly by C.E.T.A. and delivered to their office, 203 West Wayne Street, Fort Wayne, Ind.				
All Unit Prices are to be extended.				
Affirmative Action: ON FILE: ATTACHED:				

Bid Bond required ☐ YES ☒ NO 5 % of Bid Performance Bond ☐ YES ☒ NO  
 See Instruction Item No. 16 on reverse side hereof.  
 Terms NET % cash discount if paid within \_\_\_\_\_ days from delivery and acceptance of goods or completion of services.

## PROPOSAL OR BID

In compliance with the above invitation for bids and subject to all conditions thereof, the undersigned offers and agrees, if this bid be accepted within a reasonable time from date of closing, to furnish any or all of the items or render such services upon which prices are quoted, in accordance with the specifications applying and at the price set opposite each item.

Delivery of any or all of the items or completion of services indicated shall be made within \_\_\_\_\_ days from receipt of order.

## IMPORTANT

As delivery may be a deciding factor in the award of an order, it is important that bidders furnish the information requested above.

Sign Here:

BUSINESS EQUIPMENT COMPANY

John H. Moore Title President

Address 620 South Calhoun St.City Fort Wayne, IN 46802 Date 5/30/80

## GENERAL CONDITIONS, INSTRUCTIONS TO BIDDERS AND INFORMATION FOR BIDDERS

1. **Special Conditions:** Special conditions included in the Bid Document shall take precedence over any provisions stipulated hereunder.
2. **Applicable Laws:** The Revised statutes of the State of Indiana, and all City ordinances insofar as they apply to the laws of competitive bidding, contracts, and purchases, are made a part hereof.
3. **Workmen's Compensation:** Insofar as Workmen's Compensation Act is concerned, the bidder or contractor agrees to furnish an official certificate from the Industrial Board of Indiana, showing that he is in compliance with such law, whenever such certificates are required in the Bid Document.
4. **Infringements and Indemnifications:** The bidder, if awarded an order or contract, agrees to protect, defend, and save the City harmless against any demand for payment for the use of any patented material, process, article, or device that may enter into the manufacture, construction, or form a part of the work covered by either order or contract and he further agrees to indemnify and save the City harmless from suits or actions of every nature and description brought against him, or for or on account of any injuries or damages received or sustained by a party or parties, by or from any of the acts of the contractor, his servants, or agents.

To this extent the bidder or contractor agrees to furnish adequate Public Liability and Property Damage Insurance, the amount of which will be determined by the City whenever such insurance is deemed necessary. When so required the types and amounts of insurance to be provided is set forth in the Bid Document.

5. **Pricing:** Prices should be stated in units of quantity specified in the Bid Document. In case of discrepancy in computing the amount of the Bid the unit prices quoted will govern.
6. **Delivery:** Quotations should include all charges for delivery, packing, crating, containers, etc. Unless otherwise stated by the bidder prices quoted will be considered as being based on delivery to the destination designated in the Bid Document and to include all delivery and packing charges.

7. **Specifications:** Unless otherwise stated by the bidder the proposal will be considered as being in strict accordance with the specifications contained in the Bid Document.

References to a particular trade name, manufacturer's catalog or model number are made for descriptive purposes to guide the bidder in interpreting the requirements of the City. They should not be construed as excluding proposals on other types of materials, equipment and supplies. However the bidder, if awarded a contract, will be required to furnish the particular item referred to in the specifications or description unless a departure or substitution is clearly noted and described in the proposal.

8. **Samples:** Samples, when requested, must be furnished free of expense to the City and if not destroyed, will upon request be returned at the bidder's expense.
9. **Cash Discounts:** Time in connection with cash discount offered, will be computed from date of delivery and acceptance at final destination or from date property encased claim voucher is received, if the latter date is later than the date of delivery and acceptance.
10. **Taxes:** The City is generally exempt from Federal Excise and Indiana State Sales Tax. Quotations must be separated to show the amount to be added for taxes of any kind if applicable. Prices should not include tax. The City will pay such taxes as are applicable to this purchase. Exemption forms will be furnished whenever necessary. Taxes wherever indicated and which are applicable to this purchase, will not be subject to any trade or cash discounts.

11. **Bid Informalities and Rejections:** The City reserves the right to waive informalities not inconsistent with law or to reject any or all bids.
12. **Awards:** Unless otherwise specified in the Bid Document the City reserves the right to accept any item in the bid. Unless otherwise stated in the Bid Document bidders may submit proposals on any item or group of items, provided however that the unit prices are shown as requested.

13. **Payments:** Partial payments may be made upon presentation of properly executed claim voucher unless otherwise stated in the Bid Document. The final payment will be made by the City when the materials, supplies or equipment has been fully delivered and accepted or the work completed to the full satisfaction of the City.

14. **Bidder's Signature:** Each proposal form must be signed by the bidder with his usual signature. All signatures should be in full. Bids by partnership should show the names of the partners composing the partnership and must be signed by one or more of the partners in the following manner: "John Jones and James Smith, d.b.a., Smith-Jones Company, by John Jones, a partner".

Bids by corporations must be signed with the names of the corporation, followed by the signature and designation of the president, vice-president, or person authorized to bind it in the matter.

15. **The successful bidder, or contractor, agrees that he will comply with Indiana Acts 1941, chapter 203, section 10, being Burns Indiana Statute 46-211-1944** employment requiring each bidder, contractor, or his subcontractor not to discriminate with respect to hiring, tenure, terms, conditions or privileges of employment because of race, color, religion, national origin or ancestry.

16. **Unless otherwise specifically indicated under the individual listing in the legal advertisement or invitation to bid, all bids shall be subject to the following:**

- a) A Bid bond, deposit of cash, certified check or Bank Cashiers Check, in the amount specified, drawn on a solvent bank payable to the City of Fort Wayne or to the contracting division thereof.
- b) The successful bidder will be required to furnish a bond or Certified Check on a solvent bank, payable to the City of Fort Wayne or to the contracting division thereof, in the amount specified in the notice of bids wanted or the invitation to bid, as a guarantee for the faithful performance thereof.

17. **Submissions and Receipt of Bids:**

- a) Proposals, to receive consideration, must be received prior to the specified time of closing as designated in the invitation.
- b) Bidders must use the Bid Document proposal form furnished by the City as none other will be accepted. Proposal forms must be returned intact. Removal of any part thereof may invalidate the bid.
- c) Bidders are requested to use the Bid Envelope if furnished by the City, or other similarly identified envelope to assure proper handling. Envelopes should be sealed when submitted with information on the face of the Bid Envelope to identify the bid, e.g., Bid Reference number and date of closing and City Assessor involved.
- d) Separate proposals must be submitted on each reference number.
- e) Proposals having any erasures or corrections thereon may be rejected unless explained or noted over the signature of the bidder.

as follows:

10

14

Board Commissioner Dept. of Purchasing, etc.

Rejected

"Bidder shall have the right to increase the contract unit price in an amount equal to the bidder's increase in costs of materials and supplies occurring subsequent to the date on which such bid is submitted, (herein-after referred to as "base date") to the board having authority to award contracts. Any increase (or decrease in the bidder's cost of materials and supplies after the base date shall be determined monthly, and shall be verified by proper documents furnished to the responsible awarding board which shall include proof of price to the bidder from the bidder's source of supply.

Bidder may reserve the right to allocate its product to its customers in a fair and equitable manner, if necessary, due to the reduction of allocation from the source of supply to the bidder in accordance with any directives for mandatory allocation issued by an appropriate agency of the Federal Government."

ITEM	Est. QTY.	DESCRIPTION	UNIT PRICE	EST. TOTAL
1.	25	Accopress Binders, 11 x 8½, side openings BFS 2507	.62/ea	15.50
2.	20	Accopress Binders, 11 x 8½, end opening BFS 1704	.74/ea	14.80
3.	40	Accopress Binders, legal size, end opening red, with 3" capacity #1904	.96/ea	38.40
4.	20	Wilson Jones 14-1411 in Nylon Prong Binders, 14 7/8 x 11 sheet (#14-1411)	2.02/ea	40.40
5.	20	W J 364-34 NBL Ring Binder	3.12/ea.	62.40
6.	5	National 63-161, 9½ x 6 Binders Sub W.J. 364-12B	2.10/ea	10.50
7.	5	National 64-261, 9½ x 6 Three Ring binders, Sub. Rogers 3329-12 1" Rings	3.34/ea	16.70
8.	5	National 87-784 Black, Hard Covers Three-ring Binders 3" Rings	13.68/ea	68.40
9.	5	Wilson Jones 345-40, 8½ x 5½ 2" Ring Binders, Sub. Rogers 1345-40	6.10/ea	30.50
10.	5	Rogers 4345-10, 8½ x 5½ 1" Binders stiff back, three ring (W.J. #345-40)	11.05/ea	55.25
11.	5	Rogers 1344-14L, 11 x 8½ 1" Ring Binders	7.44/ea	37.20
12.	5	Rogers 1349-44, three hole, black hard cover Binders 2" Rings	4.30/ea	21.50
13.	2	Borum & Pease 1471 Roll Books 14 1/4 x 9 1/4, with 150 pages	14.45/ea	28.90
14.	5	National Account Books, 37-331, or Borum and Pease 67-1/8, 150 pages	6.75/ea	33.75
15.	50	National 46-577 Money receipt books, 50 leaves, Sub. Wilson Jones S1607	.72/ea	36.00
16.	75	Steno Notebooks, 36-746, Sub Wilson Jones 1115W	.37/ea	27.75
17.	10 Bx.	Blue Manuscript Covers, 9 x 15½, 100 per box, Eaton 225	4.50/bx	45.00
18.	500	Slider Back Report Covers - Clear #32557	.18/ea	90.00
	500	Slider Backs - Colors	.18/ea	90.00

ITEM	EST. QTY.	DESCRIPTION	UNIT PRICE	EST. PRICE
19	250	#4128 Duo-Tang Covers, Light Blue with Pockets on both covers	.30/ea	75.00
20.	500	#1258 Duo-Tang Covers, Green, Gray, Red Light Blue, and Dark Blue	.22/ea	110.00
21.	6 sets	Drawer Frames 8½ x 11 (#H11)	2.89/ea	17.34
22.	6 sets	Drawer Frames 8½ x 14 (#H14)	3.20/ea	19.20
23.	3,000	8½ x 11, 1/3, 1/5, or straight cut file Folders, heavy manila	39.40/M	118.20
24.	700	Legal size file folders, 1/3, 1/5, or straight cut, Manila	51.00/M	35.70
25.	5 Bxs.	Pendaflex Folders 8½ x 11 Hanging (#HF151)	5.58/bx	27.90
26.	5 Bxs.	Pendaflex Folders 8½ x 14 Hanging (#HF152)	6.43/bx	32.15
27.	75	1524E Redrope file pockets, letter size New #73224	.70/ea	52.50
28.	35	1526E Redrope vertical file pockets New #74224	.80/ea	28.00
29.	350	#1514C, 11-3/4 x 9½ vertical file pockets New #73214	.58/ea	203.00
30.	75	#1516C, Legal size Pronto file pockets New # 74214	.70/ea	52.50
31.	25	#1536G Redrope legal size file pockets with 5½" expansion New # 74234	1.03/ea	25.75
32.	150	#1534-G File Pockets New # 73234	.82/ea	123.00
33.	25	Smead #1075G Expanding Wallets New #71075	1.33/ea	33.25
34.	3	Webster Collegiate 7th Edition Dictionary ( #9)	10.75/ea	32.25
35.	2,500	Sub. 20, size 2-7/16 x 4-5/16 Manila coin envelopes, with end flap (#3)	10.16/M	25.40
36.	50	Sub. 28, 9 x 12 White Catalogue Envelope	4.56/C	2.28
37.	250	Sub. 32, 7½ x 10½, glazed Kraft Klasp Envelopes	4.68/C	11.70
38.	500	Sub. 32, 10 x 13 Glazed Kraft Klasp Envelopes	6.48/C	32.40
39.	500	Sub. 32, 11½ x 14½ Glazed Kraft Klasp Envelopes	7.92/C	39.60
40.	500	Sub. 32, 12 x 15½ Glazed Kraft Klasp Envelopes	8.40/C	42.00
41.	800	Sub. 32, 6 x 9 Glazed Kraft Klasp Envelopes	3.84/C	30.72



ITEM	EST. QTY.	DESCRIPTION	UNIT PRICE	EST. TOTAL
42.	500	Sub. 32, 10 x 15 Glazed Brown Kraft Envelopes without clasp, gummed end flap	8.45/C	42.25
43.	250	9 $\frac{1}{4}$ x 14 $\frac{1}{2}$ Manila Envelopes, with clasp	7.18/C	17.95
44.	250	10 x 15 Manila Envelopes with clasp	7.68/C	19.20
45.	4,000	9 x 12 Brown Clasp Envelopes	52.80/M	211.20
46.	15 sets	Smead 1151-25, 11 x 8 $\frac{1}{2}$ Pressboard file guides, metal tabbed. #95M21	6.22/st	93.30
47.	8 sets	Smead 2151-25 Alphabetized Green Pressboard file Dividers, Legal size, Sub. Barkley 215-25-1	7.65/st	61.20
48.	5 sets	#95M24 Smead 515-25, 3 x 5 Alphabetical Card Guides, Sub. Barkley 575-25 #32P55	.88/st	4.40
49.	5 sets	Smead 5151-25, 3 x 5 Alphabetical card guides, Metal tabbed, Sub. Barkley 515-25-1 #32M55	4.00/st	20.00
50.	10 sets	Smead 625-25, 4 x 6 Buff Guides, Alphabetical, Sub. Barkley 675-25 #4256	.73/st	7.30
51.	5 Bxs.	1/5 cut, 3 x 5 Card Guides, plain blank tab, Buff, 100 per box, Sub. Barkley 575 #3005-1/5	1.44/bx	7.20
52.	5 Bxs.	1/3 cut, 3 x 5 Card Guides, plain blank tab, Buff, 100 per box, Sub. Barkley 573 #3005-1/3	1.44/bx	7.20
53.	5 Bxs.	1/3 cut, 4 x 6 Card Guides, plain blank tab, Buff, 100 per box, Sub. Barkley 673 #4006-1/3	2.20/bx	11.00
54.	5 Bxs.	1/5 Cut, 4 x 6 Card Guides, Plain Blank Tab Buff, 100 per box #4006-1/5	2.20/bx	11.00
55.	5 sets	Smead 6151-25, 4 x 6 Alphabetical Metal tabbed file guides, Sub. Barkley 615-25-1 #42M56	4.28/st	21.40
56.	5 Bxs.	1/3 cut, 5 x 8 Card Guides, plain blank tab, Buff 100 per box, Sub. Barkley 873 #5008-1/3	3.17/bx	15.85
57.	15 sets	4 x 6 Plastic tabbed card guides, Buff Alphabetical #42C56	1.42/st	21.30
58.	15 sets	5 x 8 Plastic tabbed card guides, Buff-Alphabetical #52C58	1.61/st	24.15
59.	10 sets	3 x 5 Plastic Tab Alphabetical Card Guides #32C55	1.06/st	10.60
60.	10 sets	5 x 8 Alphabetical, metal tabbed pressboard file guides, Sub. Barkley 815-25-1 #52M58	4.82/st	48.20
61.	3,500	3 x 5 White ruled cards, #110 Index #351DG	3.12/M	10.92
62.	1,500	4 x 6 White ruled cards #110 Index #461DG	5.06/M	7.59

<u>ITEM</u>	<u>EST. QTY.</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>EST. TOTAL</u>
63.	1,500	5 x 8 White ruled cards, #110 Index #581DG	<u>7.64/M</u>	<u>11.46</u>
64.	2,500	8½ x 11 National 14-281 White Faint Ruled, three ring filler paper #2813F	<u>13.38/M</u>	<u>33.45</u>
65.	15	National 45-604 Analysis Pads, Sub. Wilson Jones 7204	<u>1.56/ea</u>	<u>23.40</u>
66.	15	National 45-607 Analysis Pads, Sub. Wilson Jones 7207	<u>1.56/ea</u>	<u>23.40</u>
67.	10	Wilson Jones G7214D Analysis Pads	<u>1.56/ea</u>	<u>15.60</u>
68.	20	National 45-608 Analysis Pads, Sub. Wilson Jones 7208	<u>1.56/ea</u>	<u>31.20</u>
69.	40	Wilson Jones 7513 Analysis Pads	<u>3.06/ea</u>	<u>122.40</u>
70.	5	G7608B Wilson Jones Analysis Pads	<u>1.86/ea</u>	<u>9.30</u>
71.	5	National 45-104 Analysis Pads, Sub. Wilson Jones 7604	<u>1.19/ea</u>	<u>5.95</u>
72.	15	W.J. Columnar Pads #G7205	<u>1.56/ea</u>	<u>23.40</u>
73.	300	Wilson Jones Columnar 10-3 sheets, 9¼ x 11 7/8	<u>6.47/C</u>	<u>19.41</u>
74.	3 pkg.	G10-8 Ledger Sheets	<u>6.47/C</u>	<u>19.41</u>
75.	35 doz.	8½ x 11 Letter size ruled pads, yellow white #59-0250 #5050 & #5052	<u>3.56/dz</u>	<u>124.60</u>
76.	50 doz.	8½ x 14 Legal ruled pads, yellow, white #354 & #9024	<u>5.20/dz</u>	<u>260.00</u>
77.	50 doz.	8½ x 11 Legal ruled pads, yellow, white #59-1280 #351 & #9021	<u>4.69/dz</u>	<u>234.50</u>
78.	6 doz.	5 x 8 legal pads - Canary #9058	<u>2.63/dz</u>	<u>15.78</u>
79.	6 doz.	5 x 8 Legal Pads - White #9028	<u>2.71/dz</u>	<u>16.26</u>
80.	300	8½ x 11 Acetate sheet protectors, for three ring binders, #313, .005 Ga.	<u>9.90/C</u>	<u>29.70</u>
81.	6 rls.	C R 16 Correction Tape	<u>.61/rl</u>	<u>3.66</u>
82.	5	Paper Spindles #2721 Rogers	<u>.80/ea</u>	<u>4.00</u>
83.	30	Ko-Rec-Type, all colors	<u>.90/pk</u>	<u>27.00</u>
84.	10	Ko-Rec-Type, for Errors	<u>.90/pk</u>	<u>9.00</u>
85.	25 lbs.	Misc. Rubber Bands, size 10, 14, 16, 19, 32, 62, and 84	<u>2.99/lb.</u>	<u>74.75</u>

<u>ITEM</u>	<u>EST. QTY.</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>EST. TOTAL</u>
86.	8	Weis #35 File Boxes, Sub. Hedges #1035	2.83/ea	22.64
87.	8	Weis #46 Storage Boxes with follow black for 4 x 6 cards, Sub. Hedges #1046	3.17/ea	25.36
88.	5	Weis #835 WG, Gray Metal File Boxes, for 3 x 5 Cards	5.10/ea	25.50
89.	10	Weis #846 WG, Gray Metal File Boxes, for 4 x 6 Cards	6.00/ea	60.00
90.	10	#533 - 3 x 5 File Boxes 3" Deep	2.32/ea	23.20
91.	5	Weis #858 WG, Gray Metal File Boxes, for 5 x 8 Cards	6.92/ea	34.60
92.	9	Hedges File Boxes #1058	3.56/ea	32.04
93.	10	1210L Pronto File, Letter size with Metal Front Drawer Type	10.80/ea	108.00
94.	8	1510L Pronto Files, Legal size with metal front drawer type	13.20/ea	105.60
95.	10	#2 Liberty Storage Boxes	2.28/ea	22.80
96.	30	#11 Liberty Storage Boxes	2.90/ea	87.00
97.	25	#12 Liberty Storage Boxes	3.15/ea	78.75
98.	25	#15 Liberty Storage Boxes	2.52/ea	63.00
99.	10	#18 Liberty Storage Boxes	2.28/ea	22.80
100.	15	6 x 9 Clipboards, #203	.80/ea	12.00
101.	15	Letter size Clipboards #204	.80/ea	12.00
102.	20	Legal Size Clipboards #205	.88/ea	17.60
103.	15,000	#1 Paper Clips	1.90/M	28.50
104.	12 bxs.	#1 Paper Clamps (12 to box) #72610	.44/bx	5.28
105.	2,000	#3 Paper Clips, 7/8" long	2.88/M	5.76
106.	1,000	Jumbo Paper Clips, 2" Long	7.98/M	7.98
107.	2 doz.	Magnetic Clips with 1 1/4" Clamp Hunt PE 2026, or equivalent	.40/ea	9.60
108.	12	Magnetic Paper Clip Holders #9064	1.08/ea	12.96
109.	2 doz.	Magnetic clips with 2 1/4" Clamp Hunt PE 2027 or equivalent	.54/ea	12.96

<u>ITEM</u>	<u>EST. QTY.</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>EST. TOTAL</u>
110.	4 doz.	#2 Binder Clip-Clamps	<u>.82/dz</u>	<u>3.28</u>
111.	2 doz.	#5 Binder Clip-Clamps L.E.B.	<u>1.30/dz</u>	<u>2.60</u>
112.	2 doz.	#10 Binder Clip-Clamps	<u>3.25/dz</u>	<u>6.50</u>
113.	25	#1 Stamp Pads, Black & Red	<u>.89/ea</u>	<u>22.25</u>
114.	10	#2 Stamp Pads, Black & Red	<u>1.30/ea</u>	<u>13.00</u>
115.	25	1/2" Scotch Tape Dispensers, H-126	<u>.35/ea</u>	<u>8.75</u>
116.	25	3/4" Scotch Tape Dispensers, H-127	<u>.35/ea</u>	<u>8.75</u>
117.	3	C-20 Tape Dispensers	<u>4.85/ea</u>	<u>14.55</u>
118.	2 doz.	#100 Pink Pearl Erasers	<u>2.40/dz</u>	<u>4.80</u>
119.	5 doz.	#7099B AW Faber Eraser Sticks, with Brush Sub. Venus	<u>3.36/dz</u>	<u>16.80</u>
120.	1 gr.	Pencil Tip Wedge Erasers	<u>4.70/gr.</u>	<u>4.70</u>
121.	2 doz.	#211 Art Gum Erasers	<u>3.36/dz</u>	<u>6.72</u>
122.	3 doz.	#7077B Erasers	<u>3.36/dz</u>	<u>10.08</u>
123.	1 doz.	#400 Eberhard Faber Pink Pearl Erasers	<u>3.48/dz</u>	<u>3.48</u>
124.	1 doz.	#1207 Eberhard Faber Erasers	<u>3.36/dz</u>	<u>3.36</u>
125.	2,000	#4 Round Head Brass Fastners	<u>17.60/M</u>	<u>35.20</u>
126.	4 bxs.	#22 Acco Fastners, 50 per box	<u>2.33/bx</u>	<u>9.32</u>
127.	5 doz.	Parr Swingline Finger Tips, size 11, 11 1/2, 12, 13 and 13A	<u>1.44/dz</u>	<u>7.20</u>
128.	3	Liberty #76, 7 x 9 1/2 metal copy holder	<u>2.45/ea</u>	<u>7.35</u>
129.	10 bxs.	Push Pins Assorted Colors (100 to a box)	<u>2.16/bx</u>	<u>21.60</u>
130.	30	Letter size, desk trays, gray #1600 Eldon	<u>2.50/ea</u>	<u>75.00</u>
131.	10	Eldon Desk Trays, Legal #1604	<u>4.80/ea</u>	<u>48.00</u>
132.	10 pkg.	Avery 1/2" dots, white #R-808	<u>1.21/pkg</u>	<u>12.10</u>
133.	10 pkg.	Avery 1/2" dots, colors	<u>1.50/pkg.</u>	<u>15.00</u>
134.	10 pkg.	Avery 3/4" dots, colors	<u>1.80/pkg.</u>	<u>18.00</u>
135.	1 doz.	Smead Spi-Roll labels, Cherry, Blue, & Buff	<u>9.40/dz</u>	<u>9.40</u>

<u>ITEM</u>	<u>EST. QTY</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>EST. TOTAL</u>
136.	20 pkg.	Labels, Avery Self-Adhesive, unprinted S-6432	<u>1.50/pkg</u>	<u>30.00</u>
137.	20 pkg.	Labels, Avery Self-Adhesive, unprinted 5375	<u>2.00/pkg</u>	<u>40.00</u>
138.	3	"Cavalier" List-finders, complete	<u>12.95/ea</u>	<u>38.85</u>
139.	4	List Finders refills, Cavalier Model	<u>2.88/ea</u>	<u>11.52</u>
140.	5	Bates List Finders, "Director" Model - complete	<u>8.60/ea</u>	<u>43.00</u>
141.	4	List Finders Refills, "Director" Model	<u>2.88/ea</u>	<u>11.52</u>
142.	3 bxs.	3631 Carter's Purple Ditto Masters, 8½ x 11 Sub. Allied #PS-6	<u>5.15/bx</u>	<u>15.45</u>
143.	15 doz.	Felt-tipped Markers, Pencil type, Estabrook, various colors, Sub. Dri-Mark PR & PFR (Sub. Sanford #3000)	<u>4.56/dz</u>	<u>68.40</u>
144.	15 doz.	Hi-Liters Assorted Colors	<u>4.56/dz</u>	<u>68.40</u>
145.	12	Sterling Master Envelopes, Moistened (Plastic tube with sponge) #513	<u>.58/ea</u>	<u>6.96</u>
146.	20 gr.	Black Lead Pencils, Ticonderoga #2, 2½, & 3.	<u>16.75/gr</u>	<u>335.00</u>
147.	25 doz.	Eagle Veri-Thin Pencils, with erasers, various colors	<u>2.04/dz</u>	<u>51.00</u>
148.	10 doz.	Eagle Veri-Thin Pencils, without erasers, various colors	<u>2.04/dz</u>	<u>20.40</u>
149.	4 doz.	A.W. Faber-Castell Drawing Pencils 2H & 3H #9000	<u>3.84/dz</u>	<u>15.36</u>
150.	30 doz.	All-Rite Office Rriters, Extra fine line, #522, #542, Colors Red, Blue & Black	<u>3.24/dz</u>	<u>97.20</u>
151.	30 doz.	S54E Med. All Rite Pens	<u>2.52/dz</u>	<u>75.60</u>
152.	6 doz.	#208 Magic Marker - All Colors	<u>3.00/dz</u>	<u>18.00</u>
153.	2 doz.	Universal Refills for Ball Point Pens, Medium point, Blue, Black and Red	<u>4.32/dz</u>	<u>8.64</u>
154.	4 doz.	Magic Markers Wide Nib. El Marko	<u>4.56/dz</u>	<u>18.24</u>
155.	1 grs.	Pentel Rolling Riter Assorted Colors #R-100	<u>7.80/dz</u>	<u>93.60</u>
156.	1 grs.	Wonder Rriters Assorted Colors #2131	<u>3.97/dz</u>	<u>47.64</u>
157.	6 doz.	Lindy Medium Pens #460M Assorted Colors	<u>4.56/dz</u>	<u>27.36</u>
158.	5 tubes	Pentel Eraser Refills	<u>.38/tb.</u>	<u>1.90</u>

<u>ITEM</u>	<u>EST. QTY.</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>EST. TOTAL</u>
159.	6	Sta-Put Pen and Anchors - W. T. Rogers #2109	<u>1.79/ea</u>	<u>10.74</u>
160.	1 doz.	Sta-Put Pen Refills - W. T. Rogers #2108	<u>.90/ea</u>	<u>10.80</u>
161.	30 doz.	Bic Pens, Medium Point #M-29	<u>2.28/dz</u>	<u>68.40</u>
162.	30 doz.	Bic Pens, Fine Point #F-39	<u>3.00/dz</u>	<u>90.00</u>
163.	2 doz.	Papermate Pens, Refillable Ball Point	<u>7.80/dz</u>	<u>15.60</u>
164.	18	Pental Sharp 5 Eversharps #P225 Pentel	<u>1.94/ea</u>	<u>34.92</u>
165.	15 tubes	Pental Lead for Sharp 5 Pencils	<u>.45/tb</u>	<u>6.75</u>
166.	2 doz.	Dri-Mark Nylon Tip Pen , Various Colors (Sub. Flash 30)	<u>3.36/dz</u>	<u>6.72</u>
167.	10	Medium Priced Metal Letter Openers #x291	<u>.53/ea</u>	<u>5.30</u>
168.	1 ct.	#2 Dennison gummed Reinforcements, 72 boxes to a carton	<u>14.30/ctn</u>	<u>14.30</u>
169.	12	12" Wood Ruler, with double metal edge	<u>6.00/dz</u>	<u>6.00</u>
170.	12	15" Wood Ruler, with double metal edge	<u>7.55/dz</u>	<u>7.55</u>
171.	12	18" Wood Ruler, with double metal edge	<u>8.85/dz</u>	<u>8.85</u>
172.	10	8" straight scissors, medium priced #U1017-8	<u>1.97/ea</u>	<u>19.70</u>
173.	18	#30 Acco Staplers #73304	<u>9.50/ea</u>	<u>171.00</u>
174.	25 bxs.	Staples for #4 Swingline Staplers	<u>.73/bx</u>	<u>18.25</u>
175.	5 bxs.	Ace #700 undulated staples	<u>1.80/bx</u>	<u>9.00</u>
176.	3	#702 Ace Clipper Staples	<u>9.05/ea</u>	<u>27.15</u>
177.	20	Ace Standard #600 Staple Removers	<u>.71/ea</u>	<u>14.20</u>
178.	10	Pencil Sharpener, Boston 1068, self-feed Beige color, vacuum Base	<u>8.70/ea</u>	<u>87.00</u>
179.	5	Desk Organizers K3-20HV-GRA	<u>9.00/ea</u>	<u>45.00</u>
180.	5	Desk Organizers #306	<u>10.85/ea</u>	<u>54.25</u>
181.	2 rls.	#710 Scotch Tape, 2" wide x 72 yds. black pressure	<u>9.00/r1</u>	<u>18.00</u>
182.	30	#810 Mending Tape, 1/2" x 1296"	<u>.95/r1</u>	<u>28.50</u>
183.	30	#810 Mending Tape 3/4" x 300" with Dispenser	<u>.51/ea</u>	<u>15.30</u>

ITEM	EST. QTY.	DESCRIPTION	UNIT PRICE	EST. TOTAL
184.	75	#810 Mending Tape, 3/4 x 1296"	1.25/r1	93.75
185.	10	#810 Mending Tape 3/4" x 2592"	2.20/r1	22.00
186.	35	#600 Scotch Tape, 1/2"x1296"	.70/r1	24.50
187.	25	#600 Scotch Tape, 3/4" x 1296"	.94/r1	23.50
188.	10	#600 Scotch Tape, 3/4" x 2592"	1.48/r1	14.80
189.	25	#230 Scotch Brand Drafting Tape, 3/4" x 60 yds. rolls	1.74/r1	43.50
190.	10	#230 Scotch Brand Drafting Tape, 1" x 60 Yard Rolls	2.17/r1	21.70
191.	50 ft.	Magnetic Tape - 1/2" Wide (50Ft. roll)	.22/ft	11.00
192.	20 rls.	1/4" Wide Dymo Tape, Black, Blue, Green & Brown	.73/r1	14.60
193.	20 rls.	3/8" Wide Dymo Tape, Black, Blue, Green & Brown	.91/r1	18.20
194.	10 rls.	1/2" Dymo Tape, Assorted Colors	1.13/r1	11.30
195.	6	Engrs. Scales & Cases (3 sided) #681	1.44/ea	8.64
196.	15 bxs.	1/2" Clear Index Tabbing, 5 ft. per box #121	.90/bx	13.50
197.	10 bxs.	1/3" Index Tabs, Various Colors, 5 ft. per box 381	.90/bx	9.00
198.	12 rls.	#880, 3/4" x 60 yd., Filament tape, Scotch Brand #898	2.94/r1	35.28
199.	6	#18 Polished Cotton Twine 1/2" Balls	1.61/ea	9.66
200.	6	2 1/2 lb. Cones of 20 Ply Cotton Twine	8.24/ea	49.44
201.	15	19 x 24 Green Desk Pad Blotters	.30/ea	4.50
202.	25	19 x 24 Desk Pads, Green 21403	2.40/ea	60.00
203.	50	19 x 24 Acetate Desk Pad Covers, .0075 thick	.80/ea	40.00
204.	5	Rubber Pads for Under Typewriters (#17)	2.34/ea	11.70
205.	3	X6-403CR, 1/4" Clipper type paper punches	.97/ea	2.91
206.	15	Write-O-Folio Jr. W.J. #436-05NB	1.62/ea	24.30
207.	15	Write-O-Folio Legal size W.J. #437-17NB	2.70/ea	40.50
208.	20	Write-O-Folio Letter Size W.J. #437-13NB	2.60/ea	52.00
209.	6 doz.	Liquid Paper - White	8.52/dz	51.12

<u>ITEM</u>	<u>EST. QTY.</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>EST. TOTAL</u>
210.	12 bt.	Liquid Paper Thinner	<u>.32/ea</u>	<u>3.84</u>
211.	30 btls.	Liquid Paper - Copies Only	<u>.71/ea</u>	<u>21.30</u>
212.	30 btls.	Liquid Paper - In Colors	<u>.81/ea</u>	<u>24.30</u>
213.	15 gal.	Ditto Fluid, in 1 gallon jugs	<u>3.30/gal.</u>	<u>49.50</u>
214.	5 doz.	A-59 Bic Pens #AF69	<u>5.40/dz</u>	<u>27.00</u>
215.	10	Stamp Pads Ink, in 1½ oz. bottles black & red	<u>1.22/btl.</u>	<u>12.20</u>
216.	2 doz.	Carter's Rubber Cement, 4 oz. bottles, Sub. Ross - Evans	<u>8.64/dz</u>	<u>17.28</u>
217.	5	Empty Pint Jar, with Applicator Brush, for Carter's Rubber Cement	<u>3.13/ea</u>	<u>15.65</u>
218.	2	Carter's Rubber Cement, in 1 gallon containers	<u>10.08/ea</u>	<u>20.16</u>
219.	2	Carter's Rubber Cement Thinner, in 1 quart containers, Sub. Ross-Evans	<u>2.95/ea</u>	<u>5.90</u>
220.	15	Scat Typewriter Cleaner, 2 oz. Bottles	<u>.94/ea</u>	<u>14.10</u>
221.	2,500	Tag Wire, 12" 1000 per bundle	<u>4.96/M</u>	<u>12.40</u>
222.	20 pcs.	Poster Board 22" x 28" White	<u>.34/ea</u>	<u>6.80</u>
223.	10 bxs.	Large Thumb Tacks, #4, 100 per box	<u>.52/bx</u>	<u>5.20</u>
224.	5 doz.	Map Tacks, Assorted Colors (100 to a box)	<u>1.44/bx</u>	<u>86.40</u>
225.	10 sets	C1-213-8 Aico Indexes	<u>.97/st</u>	<u>9.70</u>
226.	8 cans	3M Desk & Office Cleaners	<u>1.90/ea</u>	<u>15.20</u>
227.	2 sets	9" High Metal Bookends #BE-9	<u>2.68/st</u>	<u>5.36</u>
228.	4 sets	5" High Metal Bookends #BE-1	<u>1.18/st</u>	<u>4.72</u>
229.	5	15" Waste Baskets #2956	<u>2.98/ea</u>	<u>14.90</u>
230.	5	12¼" Waste Baskets #2955	<u>1.98/ea</u>	<u>9.90</u>
231.	20	47-812 Binders	<u>1.20/ea</u>	<u>24.00</u>
232.	9	241-40N Post Binders	<u>9.96/ea</u>	<u>89.64</u>
233.	3	LV-219-A Legal Accordion File Alphabetized	<u>7.74/ea</u>	<u>23.22</u>
234.	3	R217A, Accordion or expanding files, letter size alphabetized	<u>5.28/ea</u>	<u>15.84</u>



ITEM	EST. QTY.	DESCRIPTION	Page 14 of 16	
			UNIT PRICE	EST. TOTAL
235.	35	Indexes 504-40M	1.54/st	53.90
236.	3 doz.	Flash 32 Markers	3.72/dz	11.16
237.	2,500	C-35 Roledex Cards	5.82/M	14.55
238.	6 doz.	Flash 30 Markers Assorted Colors	3.36/dz	20.16
239.	3	3 Hole Paper Punch Y4-33	6.95/ea	20.85
240.	1 doz.	#1 Daters	20.88/dz	20.88
241.	1 doz.	#2 Daters	26.64/dz	26.64
242.	500 Rolls	2 $\frac{1}{4}$ " Add Machine Paper Single & White	.26/r1	130.00
243.	500 Rolls	3" Add Machine Paper	.41/r1	205.00
244.	500 Rolls	3 7/16" Add Machine Paper	.47/r1	235.00
245.	1 doz.	#21 Liberty Box	2.32/ea	27.84
246.	50	C-213 Alpha. Index	1.91/st	95.50
247.	8 bxs.	#42 Oxford Plastic Tabs	1.70/pk	13.60
248.	10 gross	PILOT FINE LINE SWPP	66.24/gr	662.40
249.	50	Budd Cassette Tapes 60 Min.	1.30/ea	65.00
250.	50	Budd Cassette Tapes 90 Min.	1.80/ea	90.00
251.	1,500	#12 Manila Envelopes (500 to a box)	16.50/bx	49.50
252.	2,500	#5-G Manila Tags	8.50/M	21.25
253.	1 $\frac{1}{2}$ gross	Hard Head Flair	6.24/dz	112.32
254.	1 $\frac{1}{2}$ gross	Quick Sliver Flair	7.80/dz	140.40
255.	1 $\frac{1}{2}$ gross	Ultra Fine Flair	6.24/dz	112.32
256.	2,500	2 $\frac{1}{4}$ " x 4" Roll-O-Dex Cards	4.78/M	11.95
257.	2,500	Nat #14-280 Filler Paper #2713P)	1.42/C	35.50
258.	1 $\frac{1}{2}$ gross	FF3 Folder Labels All Colors (250 to a pkg.)	1.19/pk	257.04
259.	1 $\frac{1}{2}$ gross	RL-3 Roll Lables All Colors (250 to a pkg.)	1.19/pk	257.04

## CITY OF FORT WAYNE

## DEPARTMENT OF PURCHASES

Number One Main St., Ft. Wayne, Ind. 46802

## INVITATION

Quotations, subject to the conditions on the reverse hereof, are requested on the following list of materials, supplies, equipment or services, for the department as mentioned, with delivery to destination as shown herein. Quotations shall include all charges for delivery, packing, etc. Address your reply as indicated below.

\*Mail all replies and correspondence, etc. to Attn. of

Aaron M. Gluck 423-7037

DEPARTMENT OF PURCHASES

Page 1 of 16

Ref. No. 563-G

Date May 19, 1980

Data wanted

Fund  
Appropriation No.

Room 94Q Number One Main St., Ft. Wayne, Ind. 46802

## REQUIRED FOR DELIVERY TO:

Department Office Services Department  
or Division basement, city county bldg.

Address One Main Street, Fort Wayne, Ind. 46802

RETURN ORIGINAL TO THE CITY — RETAIN DUPLICATE COPY FOR YOUR FILE

Closing Friday May 30, 1980 at 10:30 A.M.  
Time of Bids

TAXES: THE CITY IS EXEMPT FROM FEDERAL EXCISE AND INDIANA STATE SALES TAX. THE CITY'S INDIANA SALES TAX EXEMPTION CERTIFICATE NUMBER IS NO. 1466. PRICES SHOULD NOT INCLUDE THESE TAXES. See "Instructions to Bidders" No. 10 on reverse hereof for details.  
**TAX EXEMPT (Unless otherwise indicated)**

Quantity	Unit	Materials, Supplies, Equipment or Services	Unit Price	Total Amount
		OFFICE SUPPLIES — JULY 1, 1980 THRU December 31, 1980		
		The award of this bid may be made on either an item by item or on an overall basis, as we determine the most beneficial to the City.		
		The supplies will be shipped only upon issuance of Purchase Order as the need dictates.		
		Vendors must be able to supply from stock. If requests cannot be filled within seven (7) days, then approval will be required for extended delivery.		
		The Brand Names and Numbers are only intended to be used as a guide for bidders. If alternate is to be quoted it must be equal or better. Please list manufacturer and number on line provided.		
		Some items will be ordered directly by C.E.T.A. and delivered to their office, 203 West Wayne Street, Fort Wayne, Ind.		
		All Unit Prices are to be extended.		
		Affirmative Action: ON FILE: ATTACHED:		

Bid Bond required ☐ NO ☒ YES 5% of Bid Performance Bond ☐ NO ☒ YES  
Terms NET 30 See instruction item No. 16 on reverse side hereof.  
1% cash discount if paid within \_\_\_\_\_ days from delivery and acceptance of goods or completion of services.

## PROPOSAL OR BID

In compliance with the above invitation for bids and subject to all conditions thereof, the undersigned offers and agrees, if this bid be accepted within a reasonable time from date of closing, to furnish any or all of the items or render such services upon which prices are quoted, in accordance with the specifications appearing and as the price set opposite each item.

Delivery of any or all of the items or completion of services indicated shall be made within 4 days from receipt of order ☒ **IMPORTANT** ☐ As delivery may be a deciding factor in the award of an order, it is important that bidders furnish the information requested above.

Signature Donna Ray Bros & Co.  
Name of Company Donna Ray Bros & Co.  
Title Mgr.  
Address 437 E. River St.  
City Fort Wayne, Ind. Date 5-30-80

## GENERAL CONDITIONS, INSTRUCTIONS TO BIDDERS AND INFORMATION FOR BIDDERS

1. **Special Conditions:** Special conditions included in the Bid Document shall take precedence over any provisions stipulated hereunder.
2. **Applicable Laws:** The Revised statutes of the State of Indiana, and all City ordinances insofar as they apply to the laws of competitive bidding, contracts, and purchases, are made a part hereof.
3. **Workmen's Compensation:** Insofar as Workmen's Compensation Act is concerned, the bidder or contractor agrees to furnish an official certificate from the Industrial Board of Indiana, showing that he is in compliance with such law, whenever such certificates are required in the Bid Document.
4. **Indemnifications and Indemnifications:** The bidder, if awarded an order or contract, agrees to protect, defend, and save the City harmless against any demand for payment for the use of any patented material, process, article, or device that may enter into the manufacture, construction, or form a part of the work covered by either order or contract and he further agrees to indemnify and save the City harmless from suits or actions of every nature and description brought against it, for or on account of any injuries or damages received or sustained by a party or parties, by or from any of the acts of the contractor, his servants, or agents.

To this extent the bidder or contractor agrees to furnish adequate Public Liability and Property Damage Insurance, the amount of which will be determined by the City whenever such insurance is deemed necessary. When so required the types and amounts of insurance to be provided is set forth in the Bid Document.

5. **Pricing:** Prices should be stated in units of quantity specified in the Bid Document. In case of discrepancy in computing the amount of the bid the unit prices quoted will govern.
6. **Delivery:** Quotations should include all charges for delivery, packing, crating, containers, etc. Unless otherwise stated by the bidder prices quoted will be considered as being based on delivery to the destination designated in the Bid Document and to include all delivery and packing charges.
7. **Specifications:** Unless otherwise stated by the bidder the proposal will be considered as being in strict accordance with the specifications outlined in the Bid Document.

References to a particular trade name, manufacturer's catalog or model number are made for descriptive purposes to guide the bidder in interpreting the requirements of the City. They should not be construed as excluding proposals on other types of materials, equipment and supplies. However the bidder, if awarded a contract, will be required to furnish the particular item referred to in the specifications or description unless a departure or substitution is clearly noted and described in the proposal.

8. **Samples:** Samples, when requested, must be furnished free of expense to the City and if not destroyed, will upon request be returned at the bidder's expense.
9. **Cash Discounts:** Time in connection with cash discount offered, will be computed from date of delivery and acceptance at final destination or from date properly executed claim voucher is received, if the latter date is later than the date of delivery and acceptance.
10. **Taxes:** The City is generally exempt from Federal Excise and Indiana State Sales Tax. Quotations must be requested to show the amount to be added for taxes of any kind if applicable. Prices should not include tax. The City will pay such taxes as are applicable to this purchase. Exemption forms will be furnished wherever necessary. Taxes wherever indicated and which are applicable to this purchase, will not be subject to any trade or cash discounts.
11. **Bid Informalities and Rejections:** The City reserves the right to waive informalities not inconsistent with law or to reject any or all bids.
12. **Awards:** Unless otherwise specified in the Bid Document the City reserves the right to accept any item in the bid. Unless otherwise stated in the Bid Document bidders may submit proposals on any item or group of items, provided however that the unit prices are shown as requested.
13. **Payments:** Partial payments may be made upon presentation of properly executed claim voucher unless otherwise stated in the Bid Document. The final payment will be made by the City when the materials, supplies or equipment has been fully delivered and accepted or the work completed to the full satisfaction of the City.
14. **Bidder's Signature:** Each proposal form must be signed by the bidder with his usual signature. All signatures should be in full. Bids by partnership should include the names of the partners composing the partnership and must be signed by one or more of the partners in the following manner: "John Jones and James Smith, d.b.a., Smith-Jones Company, by John Jones, a partner".

Bids by corporations must be signed with the names of the corporation, followed by the signature and designation of the president, vice-president, or person authorized to bind it in the matter.

15. **The successful bidder, or contractor, agrees that he will comply with Indiana Acts 1941, chapter 258, section 10, being Burns Indiana Statute 40-2316-1944 supplement requiring such bidder, contractor, or his subcontractor not to discriminate with respect to hiring, tenure, terms, conditions, or privileges of employment because of race, color religion, national origin or ancestry.**
16. **Unless otherwise specifically indicated under the individual listing in the legal advertisement or invitation to bid, all bids shall be subject to the following.**
  - a) A Bid bond, deposit of cash, certified check or Bank Cashiers Check, in the amount specified, drawn on a solvent bank payable to the City of Fort Wayne or to the contracting division thereof.
  - b) The successful bidder will be required to furnish a bond or Certified Check on a solvent bank, payable to the City of Fort Wayne or to the contracting division thereof, in the amount specified in the notice of bids wanted or the invitation to bid, as a guarantee for the faithful performance thereof.
17. **Submission and Receipt of Bids:**
  - a) Proposals, to receive consideration, must be received prior to the specified time of closing as designated in the invitation.
  - b) Bidders must use the Bid Document proposal form furnished by the City as none other will be accepted. Proposal forms must be returned intact. Removal of any part thereof may invalidate the bid.
  - c) Bidders are requested to use the Bid Envelope if furnished by the City, or other similarly identified envelope to assure proper handling. Envelopes should be sealed when submitted with information on the face of the Bid Envelope to identify the bid, e.g., Bid Reference number and date of closing and City Agency involved.
  - d) Separate proposals must be submitted on each reference number.
  - e) Proposals having any erasures or corrections thereon may be rejected unless explained or noted over the signature of the bidder.

Accepted \_\_\_\_\_ Date \_\_\_\_\_ 19\_\_\_\_ as follows:  
Board/Committee/Dept. of Purchasing, etc.

Rejected \_\_\_\_\_ Date \_\_\_\_\_ 19\_\_\_\_ as follows:  
Board/Committee/Dept. of Purchasing, etc.

"Bidder shall have the right to increase the contract unit price in an amount equal to the bidder's increase in costs of materials and supplies occurring subsequent to the date on which such bid is submitted, (herein-after referred to as "base date") to the board having authority to award contracts. Any increase (or decrease in the bidder's cost of materials and supplies after the base date shall be determined monthly, and shall be verified by proper documents furnished to the responsible awarding board which shall include proof of price to the bidder from the bidder's source of supply.

Bidder may reserve the right to allocate its product to its customers in a fair and equitable manner, if necessary, due to the reduction of allocation from the source of supply to the bidder in accordance with any directives for mandatory allocation issued by an appropriate agency of the Federal Government."

<u>ITEM</u>	<u>Est. QTY.</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>EST. TOTAL</u>
1.	25	Accopress Binders, 11 x 8½, side openings BFS 2507 L2 25278	.82 ea	20.50
2.	20	Accopress Binders, 11 x 8½, end opening BFS 1704 L2 17048	.85 ea	17.00
3.	40	Accopress Binders, legal size, end opening red, with 3" capacity L2 19048	1.08 ea	43.20
4.	20	Wilson Jones 14-14 1in Nylon Prong Binders, 14 7/8 x 11 sheet L2 14-1411N	1.89 ea	37.80
5.	20	W J 364-34 NBL Ring Binder L2 364-34NBL	3.04 ea	60.80
6.	5	National 63-161, 9½ x 6 Binders L2 364-12NB Sub W.J. 364-12B	2.05 ea	10.25
7.	5	National 64-261, 9½ x 6 Three Ring W/J L2 339-12 binders, Sub. Rogers 3329-12 1" Rings	4.61 ea	23.05
8.	5	National 87-784 Black, Hard Covers Three-ring Binders 3" Rings W/J L2 344-49NLH	14.65 ea	73.25
9.	5	Wilson Jones 345-40, 8½ x 5½ 2" Ring Binders, Sub. Rogers 1345-40 L2 1345-40	6.35 ea	31.75
10.	5	Rogers 4345-10, 8½ x 5½ 1" Binders stiff back, three ring W/J L2 329-10	9.31 ea	46.55
11.	5	Rogers 1344-14L, 11 x 8½ 1" Ring Binders L2 1344-14L	7.75 ea	38.75
12.	5	Rogers 1349-44, three hole, black hard cover Binders 2" Rings L2 1349-44	4.48 ea	22.40
13.	2	Borum & Pease 1471 Roll Books 14 1/4 x 9 1/4, with 150 pages L9 1471-150	14.54 ea	29.08
14.	5	National Account Books, 37-331, or SUB W/J Borum and Pease 67-1/8, 150 pages L9 S304-15R	5.20 ea	26.00
15.	50	National 46-577 Money receipt books, 50 leaves, Sub. Wilson Jones S1607 L9 S1607	.79 ea	39.50
16.	75	Steno Notebooks, 36-746, Sub Wilson Jones 1115W P3 2000	.38 ea	28.50
17.	10 Bx.	Blue Manuscript Covers, 9 x 15½, 100 per box, Eaton 225 P1 41	3.08 bx	30.80
18.	500	Slider Back Report Covers - Clear L2 FS11-5CR	.17 ea	85.00
	500	Slider Backs - Colors L2 B114-WF K & M Co. Specify color 100/bx	.07 ea	35.00

<u>ITEM</u>	<u>EST. QTY.</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>EST. PRICE</u>
19	250	#4128 Duo-Tang Covers, Light Blue with Pockets on both covers L2 54128	.29 ea	72.50
20.	500	#1258 Duo-Tang Covers, Green, Gray, Red Light Blue, and Dark Blue L2 51258	.20 ea	100.00
21.	6 sets	Drawer Frames 8½ x 11 F1 442	2.10 ea	12.60
22.	6 sets	Drawer Frames 8½ x 14 F1 443	2.31 ea	13.86
23.	3,000	8½ x 11, 1/3, 1/5, or straight cut file Folders, heavy manila F1 423 or F1 155L or F1 150L	47.20 m	141.60
24.	700	Legal size file folders, 1/3, 1/5, or straight cut, Manila F1 523 or F1 155C or F1 150C	6.00 c	42.00
25.	5 Bxs.	Pendaflex Folders 8½ x 11 Hanging F1 4152-1/5	6.53 bx	32.65
26.	5 Bxs.	Pendaflex Folders 8½ x 14 Hanging F1 4153-1/5	6.65 bx	33.25
27.	75	1524E Redrope file pockets, letter size F1 1524E	.70 ea	52.50
28.	35	1526E Redrope vertical file pockets F1 1526E	.80 ea	28.00
29.	350	#1514C, 11-3/4 x 9½ vertical file pockets F1 1514C	.58 ea	203.00
30.	75	#1516C, Legal size Pronto file pockets F1 1516C	.71 ea	53.25
31.	25	#1536G Redrope legal size file pockets with 5½" expansion F1 1536G	.94 ea	23.50
32.	150	#1534-G File Pockets F1 1534G	.82 ea	123.00
33.	25	Smead #1075G Expanding Wallets F1 1075G	1.21 ea	30.25
34.	3	Webster Collegiate 7th Edition Dictionary B5 8	8.76 ea	26.28
35.	2,500	Sub. 20, size 2-7/16 x 4-5/16 Manila coin envelopes, with end flap P2 502-70	8.18 m	20.46
36.	50	Sub. 28, 9 x 12 White Catalogue Envelope P2 415-82	.07 ea	3.50
37.	250	Sub. 32, 7½ x 10½, glazed Kraft Klasp Envelopes P2 75	.14 ea	35.00
38.	500	Sub. 32, 10 x 13 Glazed Kraft Klasp Envelopes P2 97	8.46 c	42.30
39.	500	Sub. 32, 11½ x 14½ Glazed Kraft Klasp Envelopes P2 105	10.46 c	52.30
40.	500	Sub. 32, 12 x 15½ Glazed Kraft Klasp Envelopes P2 110	11.29 c	56.45
41.	800	Sub. 32, 6 x 9 Glazed Kraft Klasp Envelopes P2 55	4.96 c	39.68

ITEM	EST. QTY.	DESCRIPTION	Page 6 of 16	
			UNIT PRICE	EST. TOTAL
42.	500	Sub. 32, 10 x 15 Glazed Brown Kraft Envelopes without clasp, gummed end flap P2 98	10.16 c	50.80
43.	250	9¼ x 14½ Manila Envelopes, with clasp P2 94	9.54 c	23.85
44.	250	10 x 15 Manila Envelopes with clasp P2 98	10.16 c	25.40
45.	4,000	9 x 12 Brown Clasp Envelopes P2 90	73.40 m	293.60
46.	15 sets	Smead 1151-25, 11 x 8½ Pressboard file guides, metal tabbed. F2 1151-25	8.40 st	126.00
47.	8 sets	Smead 2151-25 Alphabetized Green Pressboard file Dividers, Legal size, Sub. Barkley 215-25-1 F2 2151-25	9.78 st	78.24
48.	5 sets	Smead 515-25, 3 x 5 Alphabetical Card Guides, Sub. Barkley 575-25 F2 515-25	1.20 st	6.00
49.	5 sets	Smead 5151-25, 3 x 5 Alphabetical card guides, Metal tabbed, Sub. Barkley 515-25-1 F2 5151-25	4.98 st	24.90
50.	10 sets	Smead 625-25, 4 x 6 Buff Guides, Alphabetical, Sub. Barkley 675-25 F2 625-25	1.00 st	10.00
51.	5 Bxs.	1/5 cut, 3 x 5 Card Guides, plain blank tab, Buff, 100 per box, Sub. Barkley 575 F2 525	2.02 bx	10.10
52.	5 Bxs.	1/3 cut, 3 x 5 Card Guides, plain blank tab, Buff, 100 per box, Sub. Barkley 573 F2 523	2.02 bx	10.10
53.	5 Bxs.	1/3 cut, 4 x 6 Card Guides, plain blank tab, Buff, 100 per box, Sub. Barkley 673 F2 623	3.10 bx	15.50
54.	5 Bxs.	1/5 Cut, 4 x 6 Card Guides, Plain Blank Tab Buff, 100 per box F2 625	3.10 bx	15.50
55.	5 sets	Smead 6151-25, 4 x 6 Alphabetical Metal tabbed file guides, Sub. Barkley 615-25-1 F2 6151-25	5.88 st	29.40
56.	5 Bxs.	1/3 cut, 5 x 8 Card Guides, plain blank tab, Buff 100 per box, Sub. Barkley 873 F2 823	4.36 bx	21.80
57.	15 sets	4 x 6 Plastic tabbed card guides, Buff Alphabetical F2 6250-25	1.80 st	27.00
58.	15 sets	5 x 8 Plastic tabbed card guides, Buff- Alphabetical F2 8250-25	2.28 st	34.20
59.	10 sets	3 x 5 Plastic Tab Alphabetical Card Guides F2 5250-25	1.42 st	14.20
60.	10 sets	5 x 8 Alphabetical, metal tabbed pressboard file guides, Sub. Barkley 815-25-1 F2 8151-25	6.34 st	63.40
61.	3,500	3 x 5 White ruled cards, #110 Index F3 7321	.41 c	14.35
62.	1,500	4 x 6 White ruled cards #110 Index F3 7421	.66 c	9.90

<u>ITEM</u>	<u>EST. QTY.</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>EST. TOTAL</u>
63.	1,500	5 x 8 White ruled cards, #110 Index P3 7521	1.10 c	16.50
64.	2,500	8½ x 11 National 14-281 White Faint Ruled, three ring filler paper I4 2713F	1.49 c	37.25
65.	15	National 45-604 Analysis Pads, Sub. Wilson Jones 7204 P3 G7204	1.53 ea	22.95
66.	15	National 45-607 Analysis Pads, Sub. Wilson Jones 7207 P3 G7207	1.53 ea	22.95
67.	10	Wilson Jones G7214D Analysis Pads P3 G7214D	1.53 ea	15.30
68.	20	National 45-608 Analysis Pads, Sub. Wilson Jones 7208 P3 G7208	1.53 ea	30.60
69.	40	Wilson Jones 7513 Analysis Pads P3 G7513	2.95 ea	118.00
70.	5	G7608B Wilson Jones Analysis Pads P3 G7608B	1.83 ea	9.15
71.	5	National 45-104 Analysis Pads, Sub. Wilson Jones 7604 P3 G7604	1.13 ea	5.65
72.	15	W.J. Columnar Pads #G7205 P3 G7205	1.53 ea	22.95
73.	300	Wilson Jones Columnar 10-3 sheets, 9¼ x 11 7/8 I4 10-3	6.14 c	18.42
74.	3 pkg.	G10-8 Ledger Sheets I4 G10-8	6.14 c	18.42
75.	35 doz.	8½ x 11 Letter size ruled pads, yellow Narrow ruled white #59-0250 P3 5053, White or P3 5054 Yellow	3.96 dz	138.60
76.	50 doz.	8½ x 14 Legal ruled pads, yellow, white P3 C51R P3 CW51R	5.28 dz	264.00
77.	50 doz.	8½ x 11 Legal ruled pads, yellow, white #59-1280 P3 C51RS P3 CW51RS	4.56 dz	228.00
78.	6 doz.	5 x 8 legal pads - Canary P3 85	3.00 dz	18.00
79.	6 doz.	5 x 8 Legal Pads - White P3 1085	3.00 dz	18.00
80.	300	8½ x 11 Acetate sheet protectors, for three ring binders, #313, .005 Ga. I6 DB13	.08 ea	24.00
81.	6 rls.	C R 16 Correction Tape S3 CR16	.48 rl	2.88
82.	5	Paper Spindles R3 85-009	.91 ea	4.55
83.	30	Ko-Rec-Type, all colors S3 1 Specify color	.89 pk	26.70
84.	10	Ko-Rec-Type, for Errors S3 1	.89 pk	8.90
85.	25 lbs.	Misc. Rubber Bands, size 10, 14, 16, 19, 32, 62, and 84 A6 1-Specify size	3.55 lb	88.75



<u>ITEM</u>	<u>EST. QTY.</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>EST. TOTAL</u>
86.	8	Weis #35 File Boxes, Sub. Hedges #1035 E8 93-BLA	3.48 ea	27.84
87.	8	Weis #46 Storage Boxes with follow black for 4 x 6 cards, Sub. Hedges #1046 E8 94-BLA	3.99 ea	31.92
88.	5	Weis #835 WG, Gray Metal File Boxes, for 3 x 5 Cards E8 835	6.16 ea	30.80
89.	10	Weis #846 WG, Gray Metal File Boxes, for 4 x 6 Cards E8 846	7.29 ea	72.90
90.	10	#533 - 3 x 5 File Boxes 3" Deep E8 533	2.78 ea	27.80
91.	5	Weis #858 WG, Gray Metal File Boxes, for 5 x 8 Cards E8 858	8.41 ea	42.05
92.	9	Hedges File Boxes #1058 E8 95-BLA	4.60 ea	41.40
93.	10	1210L Pronto File, Letter size with Metal Front Drawer Type F14 1210L	10.50 ea	105.00
94.	8	1510L Pronto Files, Legal size with metal front drawer type F14 1510L	12.90 ea	103.20
95.	10	#2 Liberty Storage Boxes E5 2	2.75 ea	27.50
96.	30	#11 Liberty Storage Boxes E5 11	3.41 ea	102.30
97.	25	#12 Liberty Storage Boxes E5 12	3.73 ea	93.25
98.	25	#15 Liberty Storage Boxes E5 15	3.05 ea	76.25
99.	10	#18 Liberty Storage Boxes E5 18	2.78 ea	27.80
100.	15	6 x 9 Clipboards, #203 F7 203	.85 ea	12.75
101.	15	Letter size Clipboards F7 204	.85 ea	12.75
102.	20	Legal Size Clipboards F7 205	.91 ea	18.20
103.	15,000	#1 Paper Clips H4 72345	1.40 m	21.00
104.	12 bxs.	#1 Paper Clamps (12 to box) H4 72610	.41 bx	4.92
105.	2,000	#3 Paper Clips, 7/8" long H4 72320	2.34 m	4.68
106.	1,000	Jumbo Paper Clips, 2" Long H4 72545	4.69 m	4.69
107.	2 doz.	Magnetic Clips with 1 1/4" Clamp Hunt PE 2026, or equivalent H4 2026	5.16 dz	10.32
108.	12	Magnetic Paper Clip Holders H4 1501	1.18 ea	14.16
109.	2 doz.	Magnetic clips with 2 1/4" Clamp Hunt PE 2027 or equivalent H4 2027	6.96 dz	13.92

<u>ITEM</u>	<u>EST. QTY.</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>EST. TOTAL</u>
110.	4 doz.	#2 Binder Clip-Clamps H4 20BC	<u>.73 dz</u>	<u>2.92</u>
111.	2 doz.	#5 Binder Clip-Clamps L.E.B. H4 50	<u>1.18 dz</u>	<u>2.36</u>
112.	2 doz.	#10 Binder Clip-Clamps H4 100	<u>2.05 dz</u>	<u>5.90</u>
113.	25	#1 Stamp Pads, Black & Red R2 1081 & R2 1071	<u>1.10 ea</u>	<u>27.50</u>
114.	10	#2 Stamp Pads, Black & Red R2 1082 & R2 1072	<u>1.44 ea</u>	<u>14.40</u>
115.	25	1/2" Scotch Tape Dispensers, H-126 A8 H126	<u>.36 ea</u>	<u>9.00</u>
116.	25	3/4" Scotch Tape Dispensers, H-127 A8 H127	<u>.36 ea</u>	<u>9.00</u>
117.	3	C-20 Tape Dispensers A8 C20 Specify color	<u>6.40 ea</u>	<u>19.20</u>
118.	2 doz.	#100 Pink Pearl Erasers N6 100	<u>2.50 dz</u>	<u>5.18</u>
119.	5 doz.	#7099B AW Faber Eraser Sticks, with Brush Sub. Venus N6 7099B	<u>3.10 dz</u>	<u>15.50</u>
120.	1 gr.	Pencil Tip Wedge Erasers N6 1212	<u>5.15 gr</u>	<u>5.15</u>
121.	2 doz.	#211 Art Gum Erasers N6 211	<u>3.46 dz</u>	<u>6.92</u>
122.	3 doz.	#7077B Erasers N6 7077B	<u>3.43 dz</u>	<u>10.29</u>
123.	1 doz.	#400 Eberhard Faber Pink Pearl Erasers N6 400	<u>3.68 dz</u>	<u>3.68</u>
124.	1 doz.	#1207 Eberhard Faber Erasers N6 1207	<u>3.56 dz</u>	<u>3.56</u>
125.	2,000	#4 Round Head Brass Fastners H4 71504	<u>1.38 c</u>	<u>27.60</u>
126.	4 bxs.	#22 Acco Fastners, 50 per box L7 70022	<u>1.80 bx</u>	<u>7.20</u>
127.	5 doz.	Parr Swingline Finger Tips, size 11, 11 1/2, 12, 13 and 13A A8 Specify size	<u>1.20 dz</u>	<u>6.00</u>
128.	3	Liberty #76, 7 x 9 1/2 metal copy holder S3 76	<u>2.48 ea</u>	<u>7.44</u>
129.	10 bxs.	Push Pins Assorted Colors H4 CPOA	<u>1.56 bx</u>	<u>15.60</u>
130.	30	Letter size, desk trays, gray #1600 Eldon K3 1600	<u>2.61 ea</u>	<u>78.30</u>
131.	10	Eldon Desk Trays, Legal #1604 K3 1604	<u>5.01 ea</u>	<u>50.10</u>
132.	10 pkg.	Avery 1/2" dots, white A5 R808	<u>.95 bx</u>	<u>9.50</u>
133.	10 pkg.	Avery 1/2" dots, colors A5 8081 Specify color	<u>1.16 bx</u>	<u>11.90</u>
134.	10 pkg.	Avery 3/4" dots, colors A5 T5459	<u>1.41 bx</u>	<u>14.10</u>
135.	1 doz.	Smead Spi-Roll labels, Cherry, Blue, & Buff Sub Oxford F1 R444	<u>.68 dz</u>	<u>8.16</u>

<u>ITEM</u>	<u>EST. QTY</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>EST. TOTAL</u>
136.	20 pkg.	Labels, Avery Self-Adhesive, unprinted S-6432 A5 S6432	1.36 bx	27.20
137.	20 pkg.	Labels, Avery Self-Adhesive, unprinted 5375 A5 5375	1.85 pk	37.00
138.	3	"Cavalier" List-finders, complete A2 CBK	12.80 ea	38.40
139.	4	List Finders refills, Cavalier Model A2 CAV-RFS	2.96 ea	11.84
140.	5	Bates List Finders, "Director" Model - complete A2 DBE	8.53 ea	42.65
141.	4	List Finders Refills, "Director" Model A2 D/C-RFS	2.96 ea	11.84
142.	3 bxs.	3631 Carter's Purple Ditto Masters, 8½ x 11 Sub. Allied N7 2121	5.31 bx	15.93
143.	15 doz.	Felt-tipped Markers, Pencil type, Estabrook, various colors, Sub. Dri-Mark FR & PFR N2 1170	6.13 dz	91.95
144.	15 doz.	Hi-Liters Assorted Colors N2 774	4.76 dz	71.40
145.	12	Sterling Master Envelopes, Moistened (Plastic tube with sponge) A8 15	.28 ea	3.36
146.	20 gr.	Black Lead Pencils, Ticonderoga #2, 2½, & 3. N5 1388	1.38 dz	331.20
147.	25 doz.	Eagle Veri-Thin Pencils, with erasers, various colors N5 1270	2.16 dz	54.00
148.	10 doz.	Eagle Veri-Thin Pencils, without erasers, various colors N5 700	2.18 dz	21.80
149.	4 doz.	A.W. Faber-Castell Drawing Pencils 2H & 3H N5 9000	4.06 dz	16.24
150.	30 doz.	All-Rite Office Ritters, Extra fine line, #522, #542, Colors Red, Blue & Black N1 S542E	3.18 dz	95.40
151.	30 doz.	S54E Med. All Rite Pens N1 S54 E	2.26 dz	67.80
152.	6 doz.	#208 Magic Marker - All Colors N2 69	4.68 dz	28.08
153.	2 doz.	Universal Refills for Ball Point Pens, Medium point, Blue, Black and Red FISHER N1 1	5.31 dz	10.62
154.	4 doz.	Magic Markers Wide Nib. El Marko N2 253-01	2.67 dz	10.68
155.	1 grs.	Pentel Rolling Riter Assorted Colors #R-100 N1 R100	6.60 dz	79.20
156.	1 grs.	Wonder Ritters Assorted Colors N2 2131	3.58 dz	42.96
157.	6 doz.	Lindy Medium Pens #460M Assorted Colors N1 460 M	5.64 dz	33.84
158.	5 tubes	Pentel Eraser Refills N4 22-1	.34 tb	1.70

<u>ITEM</u>	<u>EST. QTY.</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>EST. TOTAL</u>
159.	6	Sta-Put Pen and Anchors - W. T. Rogers N1 2109	1.86 ea	11.16
160.	1 doz.	Sta-Put Pen Refills - W. T. Rogers N1 2108	11.28 dz	11.28
161.	30 doz.	Bic Pens, Medium Point Papermate N1 333-11	.89 dz	26.70
162.	30 doz.	Bic Pens, Fine Point Papermate N1 338-11	.89 dz	26.70
163.	2 doz.	Papermate Pens, Refillable Ball Point N1 354-20	8.16 dz	16.32
164.	18	Pental Sharp 5 Eversharps N4 P205	2.24 ea	40.32
165.	15 tubes	Pental Lead for Sharp 5 Pencils N4 100-HB	.40 tb	6.00
166.	2 doz.	Dri-Mark Nylon Tip Pen , Various Colors N2 860-01	1.73 dz	3.46
167.	10	Medium Priced Metal Letter Openers H3 150	.49 ea	4.90
168.	1 ct.	#2 Dennison gummed Reinforcements, 72 boxes to a carton A5 52-112	20.90 cn	20.90
169.	12	12" Wood Ruler, with double metal edge D2 R522-12	.46 ea	5.52
170.	12	15" Wood Ruler, with double metal edge D2 R522-15	.58 ea	6.96
171.	12	18" Wood Ruler, with double metal edge D2 R522-18	.68 ea	8.16
172.	10	8" straight scissors, medium priced H3 U1017-8	1.96 ea	19.60
173.	18	#30 Acco Staplers #73304 H1 73304	7.85 ea	141.30
174.	25 bxs.	Staples for #4 Swingline Staplers H1 15	.49 bx	12.25
175.	5 bxs.	Ace #700 undulated staples H1 700	1.76 bx	8.80
176.	3	#702 Ace Clipper Staples H1 702	9.93 ea	29.79
177.	20	Ace Standard #600 Staple Removers H1 600	.70 ea	14.00
178.	10	Pencil Sharpener, Boston 1068, self-feed Beige color, vacuum Base M3 1068	8.66 ea	86.60
179.	5	Desk Organizers K3-20HV-GRA K3 20HV-GRA	15.31 ea	76.55
180.	5	Desk Organizers #306 K3 306	9.68 ea	48.40
181.	2 rls.	#710 Scotch Tape, 2" wide x 72 yds. black pressure A8 710	6.58 rl	13.16
182.	30	#810 Mending Tape, 1/2" x 1296" A8 810S1/2	.86 ea	25.80
183.	30	#810 Mending Tape 3/4" x 300" with Dispenser A8 105A	.51 ea	15.30

ITEM	EST. QTY.	DESCRIPTION	UNIT PRICE	EST. TOTAL
184.	75	#810 Mending Tape, 3/4 x 1296" A8 810S 3/4	1.06 ea	79.50
185.	10	#810 Mending Tape 3/4" x 2592" A8 810L 3/4	1.94 ea	19.40
186.	35	#600 Scotch Tape, 1/2"x1296" A8 600S1/2	.61 ea	21.35
187.	25	#600 Scotch Tape, 3/4" x 1296" A8 600S 3/4	.81 ea	20.25
188.	10	#600 Scotch Tape, 3/4" x 2592" A8 600L 3/4	1.36 ea	13.60
189.	25	#230 Scotch Brand Drafting Tape, 3/4" x 60 yds. rolls A8 230-3/4	1.60 ea	40.00
190.	10	#230 Scotch Brand Drafting Tape, 1" x 60 Yard Rolls A8 230-1	1.99 ea	19.90
191.	50 ft.	Magnetic Tape - 1/2" Wide A5 763-1/2	.364 ft	18.20
192.	20 rls.	1/2" Wide Dymo Tape, Black, Blue, Green & Brown A5 5206	.58 ea	11.60
193.	20 rls.	3/8" Wide Dymo Tape, Black, Blue, Green & Brown A5 5201	.71 ea	14.20
194.	10 rls.	1/2" Dymo Tape, Assorted Colors A5 158	.88 ea	8.80
195.	6	Engrs. Scales & Cases (3 sided) D2 TS657	2.01 ea	12.06
196.	15 bxs.	1/2" Clear Index Tabbing, 5 ft. per box L3 10121	.79 bx	11.85
197.	10 bxs.	1/3" Index Tabs, Various Colors, L3 10381 5 ft. per box	.79 bx	7.90
198.	12 rls.	#880, 3/4" x 60 yd., Filament tape, Scotch Brand A8 898-3/4	2.81 ea	33.72
199.	6	#18 Polished Cotton Twine 1/2" Balls W3 4408	2.93 ea	17.58
200.	6	2 1/2 lb. Cones of 20 Ply Cotton Twine W3 808	1.51 ea	9.06
201.	15	19 x 24 Green Desk Pad Blotters K1 4901-GN	.26 ea	3.90
202.	25	19 x 24 Desk Pads, Green 21403 K1 21403	2.86 ea	71.50
203.	50	19 x 24 Acetate Desk Pad Covers, .0075 thick L2 10700	1.01 ea	50.50
204.	5	Rubber Pads for Under Typewriters S3 1300	1.96 ea	9.80
205.	3	X6-403CR, 1/4" Clipper type paper punches H2 M3403R	1.11 ea	3.33
206.	15	Write-O-Folio Jr. P3 R535	1.66 ea	24.90
207.	15	Write-O-Folio Legal size P3 R253	3.13 ea	46.95
208.	20	Write-O-Folio Letter Size P3 R252	2.81 ea	56.20
209.	6 doz.	Liquid Paper - White S3 564	8.52 dz	51.12

<u>ITEM</u>	<u>EST. QTY.</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>EST. TOTAL</u>
210.	12 bt.	Liquid Paper Thinner S3 565	.37 ea	4.44
211.	30 btls.	Liquid Paper - Copies Only S3 710	.79 ea	23.70
212.	30 btls.	Liquid Paper - In Colors S3 564C	.79 ea	23.70
213.	15 gal.	Ditto Fluid, in 1 gallon jugs N7 C300	3.50 gl	52.50
214.	5 doz.	A-59 Bic Pens N1 AF69	5.68 dz	28.40
215.	10	Stamp Pads Ink, in 1½ oz. bottles black & red R3 587	1.13 ea	11.30
16.	2 doz.	Carter's Rubber Cement, 4 oz. bottles, Sub. Ross - Evans C1 494	.90 ea	21.60
17.	5	Empty Pint Jar, with Applicator Brush, for Carter's Rubber Cement C1 494BR	3.39 ea	16.95
8.	2	Carter's Rubber Cement, in 1 gallon containers C1 490	10.50 ea	21.00
9.	2	Carter's Rubber Cement Thinner, in 1 quart containers, Sub. Ross-Evans C1 844	2.63 ea	5.26
1.	15	Scat Typewriter Cleaner, 2 oz. Bottles S3 2	1.01 ea	15.15
-	2,500	Tag Wire, 12" 1000 per bundle A5 74919	2.54 m	6.35
.	20 pcs.	Poster Board 22" x 28" White D4 58-010	.39 ea	7.80
	10 bxs.	Large Thumb Tacks, #4, 100 per box H4 53	.63 bx	6.30
	5 doz.	Map Tacks, Assorted Colors J2 MTA	18.00 dz.	90.00
	10 sets	C1-213-8 Aico Indexes L3 CI213-8	.88 st	8.80
	8 cans	3M Desk & Office Cleaners A7 573	1.48 ea	11.84
	2 sets	9" High Metal Bookends K3 LPB9	3.99 st	7.98
	4 sets	5" High Metal Bookends K3 SPB1	2.05 st	8.20
	5	15" Waste Baskets K6 2956	2.45 ea	12.25
	5	12½" Waste Baskets K6 2955	1.64 ea	8.20
	20	47-812 Binders L2 47-812	1.13 ea	22.60
	9	241-40N Post Binders L2 241-40N	9.34 ea	84.06
	3	LV-219-A Legal Accordion File Alphabetized F1 R219A	6.75 ea	20.25
	3	R217A, Accordion or expanding files, letter size alphabetized F1 R217A	4.88 ea	14.64

<u>ITEM</u>	<u>EST. QTY.</u>	<u>DESCRIPTION</u>		<u>UNIT PRICE</u>	<u>EST. TOTAL</u>
235.	35	Indexes 504-40M	L3 504-40M	1.44 st	50.40
236.	3 doz.	Flash 32 Markers	N2 F32	3.63 dz	10.89
237.	2,500	C-35 Rolodex Cards	F4 CD35-WE	.64 c	16.00
238.	6 doz.	Flash 30 Markers Assorted Colors	N2 F30	3.20 dz	19.20
239.	3	3 Hole Paper Punch Y4-33	H2 33	7.26 ea	21.78
240.	1 doz.	#1 Daters	R1 1	1.51 ea	18.12
241.	1 doz.	#2 Daters	R1 2	1.99 ea	23.88
242.	500 Rolls	2 $\frac{1}{2}$ " Add Machine Paper Single & White	P4 6200	.24 ea	120.00
243.	500 Rolls	3" Add Machine Paper	P4 6300	.40 ea	200.00
244.	500 Rolls	3 7/16" Add Machine Paper	P4 6360	.45 ea	225.00
245.	1 doz.	#21 Liberty Box	E5 21	33.60 dz	33.60
246.	50	C-213 Alpha. Index	L3 C213	1.90 st	95.00
247.	8 bxs.	#42 Oxford Plastic Tabs	F1 42CR	1.29 bx	10.32
248.	10 gross	PILOT FINE LINE SWPP	N2 SWPP	57.60 gr	576.00
249.	50	Budd Cassette Tapes 60 Min.	S2 BCX60	1.19 ea	59.50
250.	50	Budd Cassette Tapes 90 Min.	S2 BCX90	1.65 ea	82.50
251.	1,500	#12 Manila Envelopes	P2 114-72	.04 ea	60.00
252.	2,500	#5-G Manila Tags	A5 A36	9.88 m	24.70
253.	1 $\frac{1}{2}$ gross	Hard Head Flair	N2 880-01	6.49 dz	116.82
254.	1 $\frac{1}{2}$ gross	Quick Sliver Flair	N1 800-01	8.91 dz	160.38
255.	1 $\frac{1}{2}$ gross	Ultra Fine Flair	N2 830-01	6.59 dz	118.62
256.	2,500	2 $\frac{1}{2}$ " x 4" Roll-O-Dex Cards	F4 CD24-WE	.53 c	13.25
257.	2,500	Nat #14-280 Filler Paper	I4 2713P	1.49 c	37.25
258.	1 $\frac{1}{2}$ gross	FF3 Folder Labels All Colors	F1 FF3	.90 bx	194.40
259.	1 $\frac{1}{2}$ gross	RLL-3 Roll Lables All Colors	F1 RLL5	.90 rl	194.40

TOTAL \$10,823.20

NON-COLLUSION AFFIDAVITSTATE OF INDIANA, }  
Allen COUNTY } SS:

The undersigned bidder or agent, being duly sworn on oath, says that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale or contract.

Neil DeLamain Mgr.  
Bidder or AgentFor ROCKLEDAY Bros Inc  
Firm or CorporationSubscribed and sworn to before me this 30 day of May

My Commission Expires

6-14-80Laura M. Miller  
Notary Public  
State of Indiana



## PROPOSAL AND BID SURETY FORM

Ref. No. 563-G

## PROPOSAL:

In compliance with the foregoing Invitation to bid and subject to all of the conditions thereof the undersigned offers and agrees, if this bid is accepted within a reasonable time from date of opening of bids, to enter into a contract in accordance with the prices stated herein.

The Legal Advertisement, General Conditions, Instructions to Bidders, Information for Bidders, Special Conditions, Specifications, and Plans applying form a part of this proposal.

This proposal is supported by the following bid surety as required by law and signatures affixed thereto constitute both a proposal and bid surety executed by the bidder.

## BID SURETY (REQUIRED BY LAW):

BOND FORM: (USE THIS BOND FORM—NO ALTERNATE FORM OF BOND WILL BE CONSIDERED).

KNOW ALL MEN BY THESE PRESENTS, THAT we, the undersigned, are held and firmly bound unto the City of Fort Wayne, State of Indiana, in the sum of 5% of the attached bid

..... Dollars, to be paid on demand to said City of Fort Wayne, its successors and assigns for which payment well and truly to be made, we hereby bind ourselves, our heirs, successors, executors, and administrators, jointly and severally firmly by these presents.

The condition of this obligation is such that if the bid or proposal attached hereto and made a part hereof and submitted to the within named division of the City of Fort Wayne or its duly constituted agent, is accepted and a contract awarded to the undersigned bidder and the said bidder shall within ten (10) days after notice of said award enter into a contract with the said City of Fort Wayne, State of Indiana, and shall secure the performance of the same by bond or otherwise as may be required to the satisfaction of the City of Fort Wayne, Indiana then this obligation shall be null and void; otherwise to be in full force and effect.

## BID CHECK (ALTERNATE FORM OF SURETY):

Certified ☐

Cashiers ☐ Check No. .... in the sum of .....

..... Dollars

on ..... Bank

of .....

is herewith submitted and deposited in lieu of bond under the same terms and conditions as set forth in the above bond.

Note: If Check is used as Bid Surety—Attach here.

## SIGNATURES (BID SURETY AND PROPOSAL):

Witnessed by:

Laura Blewett

OTHER PARTIES INTERESTED IN THIS PROPOSAL

(See 14—Signatures under General Conditions, etc.)

List all Parties if Partnership

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BIDDER  
AND  
PRINCIPAL

ROCKLEY Bros & Co

Name of Bidder—Print or Type

By Karl Ralsomier

Signature of Person Authorized to Sign

Title Manager

437 E. Perry St.

Street Name and Number

Fort Wayne, Ind. 46802

City, State and Zip Code

Date May 30, 1980

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SEE COVER LETTER

SEE ATTACHED BOND

Name of Company — Print or Type

Incorporated

In the State of: .....

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SURETY

By

Sign on this Line

Date

## CITY OF FORT WAYNE

## DEPARTMENT OF PURCHASES

Number One Main St., Ft. Wayne, Ind. 46802

## INVITATION

Quotations, subject to the conditions on the reverse hereof, are requested on the following list of materials, supplies, equipment or services, for the department as mentioned, with delivery to destination as shown below. Quotations shall include all charges for delivery, packing, etc. Advise your reply as indicated below.

\*Mail all replies and correspondence, etc. to Attn. of Aaron M. Gluck 423-7037 DEPARTMENT OF PURCHASES

Room 940 Number One Main St., Ft. Wayne, Ind. 46802

## REQUIRED FOR DELIVERY TO:

Department Office Services Department  
or Division Basement, City County Bldg.

One Main Street, Fort Wayne, Ind. 46802

Address \_\_\_\_\_

RETURN ORIGINAL TO THE CITY—RETAIN DUPLICATE COPY FOR YOUR FILE

Closing Friday May 30, 1980 at 10:30 A.M.

Time of Bids \_\_\_\_\_

TAXES: THE CITY IS EXEMPT FROM FEDERAL EXCISE AND INDIANA STATE SALES TAX. THE CITY'S INDIANA SALES TAX EXEMPTION CERTIFICATE NUMBER IS NO. 44604. PRICES SHOULD NOT INCLUDE THESE TAXES. See "Instructions to Bidders" No. 10 on reverse hereof for details.

TAX EXEMPT (Unless otherwise indicated)

Quantity	Unit	Materials, Supplies, Equipment or Services	Unit Price	Total Amount
		OFFICE SUPPLIES - JULY 1, 1980 THRU December 31, 1980		
		The award of this bid may be made on either an item by item or on an overall basis, as we determine the most beneficial to the City.		
		The supplies will be shipped only upon issuance of Purchase Order as the need dictates.		
		Vendors must be able to supply from stock. If requests cannot be filled within seven (7) days, then approval will be required for extended delivery.		
		The Brand Names and Numbers are only intended to be used as a guide for bidders. If alternate is to be quoted it must be equal or better. Please list manufacturer and number on line provided.		
		Some items will be ordered directly by C.E.T.A. and delivered to their office, 203 West Wayne Street, Fort Wayne, Ind.		
		All Unit Prices are to be extended.		
		Affirmative Action: ON FILE: <input checked="" type="checkbox"/> ATTACHED: _____		

Bid Bond required ☐ NO ☒ YES 5% of Bid Performance Bond ☒ NO ☐ YES

See instruction item No. 14 on reverse side hereof.

Terms \_\_\_\_\_ % cash discount if paid within \_\_\_\_\_ days from delivery and acceptance of goods or completion of services.

## PROPOSAL OR BID

In compliance with the above invitation for bids and subject to all conditions thereof, the undersigned offers and agrees, if this bid be accepted within a reasonable time from date of closing, to furnish any or all of the items or render such services upon which prices are quoted, in accordance with the specifications applying and as the price set opposite each item.

Delivery of any or all of the items or completion of services indicated shall be made within \_\_\_\_\_ days from receipt of order.

IMPORTANT ☒

As delivery may be a deciding factor in the award of an order, it is important that bidders furnish the information requested above.

Sign Here:

Shrex of Fort Wayne

*Shrex of Fort Wayne* Partner

Address 323 East Perry Street

City Fort Wayne, IN 46802

Date 5/30/80

Page 1 of 16

Ref. No. 563-G

Date May 19, 1980

Date wanted \_\_\_\_\_

Fund  
Appropriation No. \_\_\_\_\_

## GENERAL CONDITIONS, INSTRUCTIONS TO BIDDERS AND INFORMATION FOR BIDDERS

1. **Special Conditions:** Special conditions included in the Bid Document shall take precedence over any provisions stipulated hereunder.
2. **Applicable Laws:** The Revised statutes of the State of Indiana, and all City ordinances insofar as they apply to the laws of competitive bidding, contracts, and purchases, are made a part hereof.
3. **Workmen's Compensation:** Insofar as Workmen's Compensation Act is concerned, the bidder or contractor agrees to furnish an official certificate from the Industrial Board of Indiana, showing that he is in compliance with such law, whenever such certificates are required in the Bid Document.
4. **Infringements and Indemnifications:** The bidder, if awarded an order or contract, agrees to protect, defend, and save the City harmless against any demand for payment for the use of any patented material, process, article, or device that may enter into the manufacture, construction, or form a part of the work covered by either order or contract and be further agreed to indemnify and save the City harmless from suits or actions of every nature and description brought against it, for or on account of any injuries or damages received or sustained by a party or parties, by or from any of the acts of the contractor, his servants, or agents.

To this extent the bidder or contractor agrees to furnish adequate Public Liability and Property Damage Insurance, the amount of which will be determined by the City whenever such insurance is deemed necessary. When so required the types and amounts of insurance to be provided is set forth in the Bid Document.

5. **Pricing:** Prices should be stated in units of quantity specified in the Bid Document. In case of discrepancy in computing the amount of the bid the unit prices quoted will govern.
6. **Delivery:** Quotations should include all charges for delivery, packing, crating, containers, etc. Unless otherwise stated by the bidder prices quoted will be considered as being based on delivery to the destination designated in the Bid Document and to include all delivery and packing charges.
7. **Specifications:** Unless otherwise stated by the bidder the proposal will be considered as being in strict accordance with the specifications outlined in the Bid Document.

References to a particular trade name, manufacturer's catalog or model number are made for descriptive purposes to guide the bidder in interpreting the requirements of the City. They should not be construed as excluding proposals on other types of materials, equipment and supplies. However the bidder, if awarded a contract, will be required to furnish the particular item referred to in the specifications or description unless a departure or substitution is clearly noted and described in the proposal.

8. **Samples:** Samples, when requested, must be furnished free of expense to the City and if not destroyed, will upon request be returned at the bidder's expense.
9. **Cash Discounts:** Time in connection with cash discount offered, will be computed from date of delivery and acceptance at final destination or from date properly executed claim voucher is received, if the latter date is later than the date of delivery and acceptance.
10. **Taxes:** The City is generally exempt from Federal Excise and Indiana State Sales Tax. Quotations must be separated to show the amount to be added for taxes of any kind if applicable. Prices should not include tax. The City will pay such taxes as are applicable to this purchase. Exemption forms will be furnished wherever necessary. Taxes wherever indicated and which are applicable to this purchase, will not be subject to any trade or cash discounts.

11. **BM Informalities and Rejection:** The City reserves the right to waive informalities not inconsistent with law or to reject any or all bids.
12. **Awards:** Unless otherwise specified in the Bid Document the City reserves the right to accept any item in the bid. Unless otherwise stated in the Bid Document bidders may submit proposals on any item or group of items, provided however that the unit prices are shown as requested.
13. **Payments:** Partial payments may be made upon presentation of properly executed claim voucher unless otherwise stated in the Bid Document. The final payment will be made by the City when the materials, supplies or equipment has been fully delivered and accepted or the work completed to the full satisfaction of the City.

14. **Bidder's Signature:** Each proposal form must be signed by the bidder with his usual signature. All signatures should be in full.

Bids by partnership should give the names of the partners composing the partnership and must be signed by one or more of the partners in the following manner: "John Jones and James Smith, d.b.a., Smith-Jones Company, by John Jones, a partner".

Bids by corporations must be signed with the names of the corporation, followed by the signature and designation of the president, vice-president, or person authorized to bind it in the matter.

15. **The successful bidder, or contractor, agrees that he will comply with Indiana Acts 1961, chapter 108, section 10, being Burns Indiana Statute 40-216-1944 supplement regarding such bidder, contractor, or his subcontractor not to discriminate with respect to hiring, tenure, terms, conditions, or privileges of employment because of race, color religion, national origin or ancestry.**
16. Unless otherwise specifically indicated under the individual listing in the legal advertisement or invitation to bid, all bids shall be subject to the following:
  - a) A bid bond, deposit of cash, certified check or Bank Cashiers Check, in the amount specified, drawn on a solvent bank payable to the City of Fort Wayne or to the contracting division thereof.
  - b) The successful bidder will be required to furnish a bond or Certified Check on a solvent bank, payable to the City of Fort Wayne or to the contracting division thereof, in the amount specified in the notice of bids wanted or the invitation to bid, as a guarantee for the faithful performance thereof.

### 17. Submissions and Receipts of Bids:

- a) Proposals, to receive consideration, must be received prior to the specified time of closing as designated in the Invitation.
- b) Bidders must use the Bid Document proposal form furnished by the City as none other will be accepted. Proposal forms must be returned intact. Removal of any part thereof may invalidate the bid.
- c) Bidders are requested to use the Bid Envelope if furnished by the City, or other similarly identified envelope to assure proper handling. Envelopes should be sealed when submitted with information on the face of the Bid Envelope to identify the bid, e.g., Bid Reference number and date of closing and City Agency involved.
- d) Separate proposals must be submitted on each reference number.
- e) Proposals having any erasures or corrections thereon may be rejected unless explained or noted over the signature of the bidder.

Accepted \_\_\_\_\_ Date \_\_\_\_\_ 19\_\_\_\_ as follows:  
Board/Committee/ Dept. of Purchases, etc.

Rejected \_\_\_\_\_ Date \_\_\_\_\_ 19\_\_\_\_ as follows:  
Board/Committee/ Dept. of Purchases, etc.

ITEM	Est. QTY.	DESCRIPTION	UNIT PRICE	EST. TOTAL
1.	25	Accopress Binders, 11 x 8½, side openings BFS 2507	.85 <sub>e</sub>	21 <sup>25</sup> <sub>—</sub>
2.	20	Accopress Binders, 11 x 8½, end opening BFS 1704	1.02 <sub>e</sub>	20 <sup>40</sup> <sub>—</sub>
3.	40	Accopress Binders, legal size, end opening red, with 3" capacity	1.24 <sub>e</sub>	49 <sup>60</sup> <sub>—</sub>
4.	20	Wilson Jones 14-14 1/2 in Nylon Prong Binders, 14 7/8 x 11 sheet	2.00 <sub>e</sub>	40 <sup>00</sup> <sub>—</sub>
5.	20	W J 364-34 NBL Ring Binder	3.20 <sub>e</sub>	64 <sup>00</sup> <sub>—</sub>
6.	5	National 63-161, 9½ x 6 Binders Sub W.J. 364-12B	3.20 <sub>e</sub>	16 <sup>00</sup> <sub>—</sub>
7.	5	National 64-261, 9½ x 6 Three Ring binders, Sub. Rogers 3329-12 1" Rings	5.35 <sub>e</sub>	26 <sup>75</sup> <sub>—</sub>
8.	5	National 87-784 Black, Hard Covers Three-ring Binders 3" Rings	11.60 <sub>e</sub>	58 <sup>00</sup> <sub>—</sub>
9.	5	Wilson Jones 345-40, 8½ x 5½ 2" Ring Binders, Sub. Rogers 1345-40	11.95 <sub>e</sub>	59 <sup>75</sup> <sub>—</sub>
10.	5	Rogers 4345-10, 8½ x 5½ 1" Binders stiff back, three ring	NO QUOTE	
11.	5	Rogers 1344-14L, 11 x 8½ 1" Ring Binders	9.25 <sub>e</sub>	46 <sup>25</sup> <sub>—</sub>
12.	5	Rogers 1349-44, three hole, black hard cover Binders 2" Rings	5.35 <sub>e</sub>	26 <sup>75</sup> <sub>—</sub>
13.	2	Borum & Pease 1471 Roll Books 14 1/4 x 9 1/4, with 150 pages	13.25 <sub>e</sub>	26 <sup>50</sup> <sub>—</sub>
14.	5	National Account Books, 37-331, or Borum and Pease 67-1/8, 150 pages	6.05 <sub>e</sub>	30 <sup>25</sup> <sub>—</sub>
15.	50	National 46-577 Money receipt books, 50 leaves, Sub. Wilson Jones S1607	55 <sub>e</sub>	27 <sup>50</sup> <sub>—</sub>
16.	75	Steno Notebooks, 36-746, Sub Wilson Jones 1115W	53 <sub>e</sub>	39 <sup>75</sup> <sub>—</sub>
17.	10 Bx.	Blue Manuscript Covers, 9 x 15½, 100 per box, Eaton 225	5.25 <sub>e</sub>	52 <sup>50</sup> <sub>—</sub>
18.	500	Slider Back Report Covers - Clear	11.4 <sub>e</sub>	55 <sup>00</sup> <sub>—</sub>
	500	Slider Backs - Colors	7.4 <sub>e</sub>	35 <sup>00</sup> <sub>—</sub>

ITEM	EST. QTY.	DESCRIPTION	UNIT PRICE	EST. PRICE
19	250	#4128 Duo-Tang Covers, Light Blue with Pockets on both covers	28¢	70 <sup>00</sup>
20.	500	#1258 Duo-Tang Covers, Green, Gray, Red Light Blue, and Dark Blue	19¢	95 <sup>00</sup>
21.	6 sets	Drawer Frames 8½ x 11	245¢	147 <sup>00</sup>
22.	6 sets	Drawer Frames 8½ x 14	280¢	168 <sup>00</sup>
23.	3,000	8½ x 11, 1/3, 1/5, or straight cut file Folders, heavy Manila	47 <sup>15</sup>	1414 <sup>50</sup>
24.	700	Legal size file folders, 1/3, 1/5, or straight cut, Manila	6 <sup>20</sup> / <sub>100</sub>	434 <sup>00</sup>
25.	5 Bxs.	Pendaflex Folders 8½ x 11 Hanging	585¢	2925 <sup>00</sup>
26.	5 Bxs.	Pendaflex Folders 8½ x 14 Hanging	675¢	3375 <sup>00</sup>
27.	75	1524E Redrope file pockets, letter size	62¢	465 <sup>00</sup>
28.	35	1526E Redrope vertical file pockets	73¢	2555 <sup>00</sup>
29.	350	#1514C, 11-3/4 x 9½ vertical file pockets	52¢	1820 <sup>00</sup>
30.	75	#1516C, Legal size Pronto file pockets	63¢	4725 <sup>00</sup>
31.	25	#1536G Redrope legal size file pockets with 5½" expansion	85¢	2125 <sup>00</sup>
32.	150	#1534-G File Pockets	74¢	1110 <sup>00</sup>
33.	25	Smead #1075G Expanding Wallets	110¢	275 <sup>00</sup>
34.	3	Webster Collegiate 7th Edition Dictionary	945¢	2835 <sup>00</sup>
35.	2,500	Sub. 20, size 2-7/16 x 4-5/16 Manila coin envelopes, with end flap	NO QUOTE	
36.	50	Sub. 28, 9 x 12 White Catalogue Envelope	64¢	320 <sup>00</sup>
37.	250	Sub. 32, 7½ x 10½, glazed Kraft Klasp Envelopes	64 <sup>0</sup> / <sub>100</sub>	1600 <sup>00</sup>
38.	500	Sub. 32, 10 x 13 Glazed Kraft Klasp Envelopes	103 <sup>00</sup> / <sub>100</sub>	5150 <sup>00</sup>
39.	500	Sub. 32, 11½ x 14½ Glazed Kraft Klasp Envelopes	12 <sup>70</sup> / <sub>100</sub>	6350 <sup>00</sup>
40.	500	Sub. 32, 12 x 15½ Glazed Kraft Klasp Envelopes	1375 <sup>00</sup> / <sub>100</sub>	6875 <sup>00</sup>
41.	800	Sub. 32, 6 x 9 Glazed Kraft Klasp Envelopes	620 <sup>00</sup> / <sub>100</sub>	4960 <sup>00</sup>



ITEM	EST. QTY.	DESCRIPTION	UNIT PRICE	EST. TOTAL
12.	500	Sub. 32, 10 x 15 Glazed Brown Kraft Envelopes without clasp, gummed end flap	<u>NO QUOTE</u>	
13.	250	9 1/4 x 14 1/2 Manila Envelopes, with clasp	<u>1205<sup>100</sup></u>	<u>30.12</u>
14.	250	10 x 15 Manila Envelopes with clasp	<u>1235<sup>100</sup></u>	<u>30.87</u>
15.	4,000	9 x 12 Brown Clasp Envelopes	<u>83.60<sup>M</sup></u>	<u>334.40</u>
16.	15 sets	Smead 1151-25, 11 x 8 1/2 Pressboard file guides, metal tabbed.	<u>895<sup>e</sup></u>	<u>134.25</u>
17.	8 sets	Smead 2151-25 Alphabetized Green Pressboard file Dividers, Legal size, Sub. Barkley 215-25-1	<u>1075<sup>e</sup></u>	<u>86.00</u>
18.	5 sets	Smead 515-25, 3 x 5 Alphabetical Card Guides, Sub. Barkley 575-25	<u>125<sup>e</sup></u>	<u>6.25</u>
19.	5 sets	Smead 5151-25, 3 x 5 Alphabetical card guides, Metal tabbed, Sub. Barkley 515-25-1	<u>5.50<sup>e</sup></u>	<u>27.50</u>
20.	10 sets	Smead 625-25, 4 x 6 Buff Guides, Alphabetical, Sub. Barkley 675-25	<u>1.00<sup>e</sup></u>	<u>10.00</u>
21.	5 Bxs.	1/5 cut, 3 x 5 Card Guides, plain blank tab, Buff, 100 per box, Sub. Barkley 575	<u>195<sup>ex</sup></u>	<u>9.75</u>
22.	5 Bxs.	1/3 cut, 3 x 5 Card Guides, plain blank tab, Buff, 100 per box, Sub. Barkley 573	<u>195<sup>ex</sup></u>	<u>9.75</u>
23.	5 Bxs.	1/3 cut, 4 x 6 Card Guides, plain blank tab, Buff, 100 per box, Sub. Barkley 673	<u>300</u>	<u>15.00</u>
24.	5 Bxs.	1/5 Cut, 4 x 6 Card Guides, Plain Blank Tab Buff, 100 per box	<u>300</u>	<u>15.00</u>
25.	5 sets	Smead 6151-25, 4 x 6 Alphabetical Metal tabbed file guides, Sub. Barkley 615-25-1	<u>6<sup>10 set</sup></u>	<u>30.50</u>
26.	5 Bxs.	1/3 cut, 5 x 8 Card Guides, plain blank tab, Buff 100 per box, Sub. Barkley 873	<u>450<sup>set</sup></u>	<u>22.50</u>
27.	15 sets	4 x 6 Plastic tabbed card guides, Buff Alphabetical	<u>200<sup>set</sup></u>	<u>3000</u>
28.	15 sets	5 x 8 Plastic tabbed card guides, Buff-Alphabetical	<u>230<sup>set</sup></u>	<u>3450</u>
29.	10 sets	3 x 5 Plastic Tab Alphabetical Card Guides	<u>145</u>	<u>1450</u>
30.	10 sets	5 x 8 Alphabetical, metal tabbed pressboard file guides, Sub. Barkley 815-25-1	<u>NO QUOTE</u>	
31.	3,500	3 x 5 White ruled cards, #110 Index	<u>420<sup>M</sup></u>	<u>14.70</u>
32.	1,500	4 x 6 White ruled cards #110 Index	<u>590<sup>M</sup></u>	<u>885</u>

ITEM	EST. QTY.	DESCRIPTION	UNIT PRICE	EST. TOTAL
63.	1,500	5 x 8 White ruled cards, #110 Index	<u>895M</u>	<u>13.42</u>
64.	2,500	8½ x 11 National 14-281 White Faint Ruled, three ring filler paper	<u>1680M</u>	<u>42.00</u>
65.	15	National 45-604 Analysis Pads, Sub. Wilson Jones 7204	<u>175e</u>	<u>26.25</u>
66.	15	National 45-607 Analysis Pads, Sub. Wilson Jones 7207	<u>175e</u>	<u>26.25</u>
67.	10	Wilson Jones G7214D Analysis Pads	<u>194e</u>	<u>19.40</u>
68.	20	National 45-608 Analysis Pads, Sub. Wilson Jones 7208	<u>175e</u>	<u>35.00</u>
69.	40	Wilson Jones 7513 Analysis Pads	<u>380e</u>	<u>152.00</u>
70.	5	G7608B Wilson Jones Analysis Pads	<u>231e</u>	<u>11.55</u>
71.	5	National 45-104 Analysis Pads, Sub. Wilson Jones 7604	<u>135e</u>	<u>6.75</u>
72.	15	W.J. Columnar Pads #G7205	<u>194e</u>	<u>29.10</u>
73.	300	Wilson Jones Columnar 10-3 sheets, 9½ x 11 7/8	<u>730<sup>100</sup></u>	<u>21.90</u>
74.	3 pkg.	G10-8 Ledger Sheets	<u>730<sup>100</sup></u>	<u>21.90</u>
75.	35 doz.	8½ x 11 Letter size ruled pads, yellow white #59-0250	<u>425<sub>DZ</sub></u>	<u>148.75</u>
76.	50 doz.	8½ x 14 Legal ruled pads, yellow, white	<u>510<sub>DZ</sub></u>	<u>255.00</u>
77.	50 doz.	8½ x 11 Legal ruled pads, yellow, white #59-1280	<u>425<sub>DZ</sub></u>	<u>212.50</u>
78.	6 doz.	5 x 8 legal pads - Canary	<u>295<sub>DZ</sub></u>	<u>17.70</u>
79.	6 doz.	5 x 8 Legal Pads - White	<u>295<sub>DZ</sub></u>	<u>17.70</u>
80.	300	8½ x 11 Acetate sheet protectors, for three ring binders, #313, .005 Ga.	<u>.07e</u>	<u>21.00</u>
81.	6 rls.	C R 16 Correction Tape	<u>.57<sub>rl</sub></u>	<u>3.42</u>
82.	5	Paper Spindles	<u>.75e</u>	<u>3.75</u>
83.	30	Ko-Rec-Type, all colors	<u>75e</u>	<u>22.50</u>
84.	10	Ko-Rec-Type, for Errors	<u>75e</u>	<u>7.50</u>
85.	25 lbs.	Misc. Rubber Bands, size 10, 14, 16, 19, 32, 62, and 84	<u>190<sub>lb</sub></u>	<u>47.50</u>

ITEM	EST. QTY.	DESCRIPTION	UNIT PRICE	EST. TOTAL
86.	8	Weis #35 File Boxes, Sub. Hedges #1035	<u>3<sup>40</sup><sub>e</sub></u>	<u>27.20</u>
87.	8	Weis #46 Storage Boxes with follow black for 4 x 6 cards, Sub. Hedges #1046	<u>3<sup>95</sup><sub>e</sub></u>	<u>31.60</u>
88.	5	Weis #835 WG, Gray Metal File Boxes, for 3 x 5 Cards	<u>6<sup>30</sup><sub>e</sub></u>	<u>31.50</u>
89.	10	Weis #846 WG, Gray Metal File Boxes, for 4 x 6 Cards	<u>7<sup>40</sup><sub>e</sub></u>	<u>74.00</u>
90.	10	#533 - 3 x 5 File Boxes 3" Deep	<u>2<sup>85</sup><sub>e</sub></u>	<u>28.50</u>
91.	5	Weis #858 WG, Gray Metal File Boxes, for 5 x 8 Cards	<u>8<sup>55</sup><sub>e</sub></u>	<u>42.75</u>
92.	9	Hedges File Boxes #1058	<u>4<sup>40</sup><sub>e</sub></u>	<u>39.60</u>
93.	10	1210L Pronto File, Letter size with Metal Front Drawer Type	<u>11<sup>20</sup><sub>e</sub></u>	<u>112.00</u>
94.	8	1510L Pronto Files, Legal size with metal front drawer type	<u>13<sup>75</sup><sub>e</sub></u>	<u>110.00</u>
95.	10	#2 Liberty Storage Boxes	<u>2<sup>25</sup><sub>e</sub></u>	<u>22.50</u>
96.	30	#11 Liberty Storage Boxes	<u>2<sup>85</sup><sub>e</sub></u>	<u>85.50</u>
97.	25	#12 Liberty Storage Boxes	<u>3<sup>15</sup><sub>e</sub></u>	<u>78.75</u>
98.	25	#15 Liberty Storage Boxes	<u>2<sup>49</sup><sub>e</sub></u>	<u>62.25</u>
99.	10	#18 Liberty Storage Boxes	<u>2<sup>25</sup><sub>e</sub></u>	<u>22.50</u>
100.	15	6 x 9 Clipboards, #203	<u>1<sup>15</sup><sub>e</sub></u>	<u>17.25</u>
101.	15	Letter size Clipboards	<u>1<sup>00</sup><sub>e</sub></u>	<u>15.00</u>
102.	20	Legal Size Clipboards	<u>1<sup>10</sup><sub>e</sub></u>	<u>22.00</u>
103.	15,000	#1 Paper Clips	<u>1<sup>50</sup><sub>M</sub></u>	<u>22.50</u>
104.	12 bxs.	#1 Paper Clips (12 to box)	<u>50<sup>04</sup></u>	<u>6.00</u>
105.	2,000	#3 Paper Clips, 7/8" long	<u>1<sup>50</sup><sub>M</sub></u>	<u>3.00</u>
106.	1,000	Jumbo Paper Clips, 2" Long	<u>5<sup>50</sup><sub>M</sub></u>	<u>5.50</u>
107.	2 doz.	Magnetic Clips with 1 1/4" Clamp Hunt PE 2026, or equivalent	<u>3<sup>60</sup><sub>Doz</sub></u>	<u>7.20</u>
108.	12	Magnetic Paper Clip Holders	<u>80<sub>e</sub></u>	<u>19.20</u>
109.	2 doz.	Magnetic clips with 2 1/4" Clamp Hunt PE 2027 or equivalent	<u>4<sup>95</sup><sub>e</sub></u>	<u>9.90</u>



ITEM	EST. QTY.	DESCRIPTION	UNIT PRICE	EST. TOTAL
110.	4 doz.	#2 Binder Clip-Clamps	85 <sup>00</sup>	3.40
111.	2 doz.	#5 Binder Clip-Clamps L.E.B.	140 <sup>00</sup>	2.80
112.	2 doz.	#10 Binder Clip-Clamps	350 <sup>00</sup>	7.00
113.	25	#1 Stamp Pads, Black & Red	95 <sup>00</sup>	23.75
114.	10	#2 Stamp Pads, Black & Red	1.25 <sup>00</sup>	12.50
115.	25	1/2" Scotch Tape Dispensers, H-126	45 <sup>00</sup>	11.25
116.	25	3/4" Scotch Tape Dispensers, H-127	45 <sup>00</sup>	11.25
117.	3	C-20 Tape Dispensers	675 <sup>00</sup>	20.25
118.	2 doz.	#100 Pink Pearl Erasers	295 <sup>00</sup>	5.90
119.	5 doz.	#7099B AW Faber Eraser Sticks, with Brush Sub. Venus	315 <sup>00</sup>	15.75
120.	1 gr.	Pencil Tip Wedge Erasers	448 <sup>gr</sup>	4.48
121.	2 doz.	#211 Art Gum Erasers	285 <sup>00</sup>	5.70
122.	3 doz.	#7077B Erasers	315 <sup>00</sup>	9.45
123.	1 doz.	#400 Eberhard Faber Pink Pearl Erasers	41 <sup>00</sup>	4.10
124.	1 doz.	#1207 Eberhard Faber Erasers	41 <sup>00</sup>	4.10
125.	2,000	#4 Round Head Brass Fasteners	1150 <sup>M</sup>	23.00
126.	4 bxs.	#22 Acco Fasteners, 50 per box	215 <sup>00</sup>	8.60
127.	5 doz.	Parr Swingline Finger Tips, size 11, 11 1/2, 12, 13 and 13A	120 <sup>00</sup>	6.00
128.	3	Liberty #76, 7 x 9 1/2 metal copy holder	225 <sup>00</sup>	6.75
129.	10 bxs.	Push Pins Assorted Colors	39 <sup>00</sup>	3.90
130.	30	Letter size, desk trays, gray #1600 Eldon	225 <sup>00</sup>	67.50
131.	10	Eldon Desk Trays, Legal #1604	430 <sup>00</sup>	43.00
132.	10 pkg.	Avery 1/2" dots, white	140 <sup>00</sup>	14.00
133.	10 pkg.	Avery 1/2" dots, colors	140 <sup>00</sup>	14.00
134.	10 pkg.	Avery 3/4" dots, colors	168 <sup>00</sup>	16.80
135.	1 doz.	Smead Spl-Roll labels, Cherry, Blue, & Buff	70 <sup>00</sup>	8.40

ITEM	EST. QTY	DESCRIPTION	UNIT PRICE	EST. TOTAL
136.	20 pkg.	Labels, Avery Self-Adhesive, unprinted S-6432	<u>140<sup>00</sup> pk</u>	<u>2800</u>
137.	20 pkg.	Labels, Avery Self-Adhesive, unprinted 5375	<u>155<sup>00</sup> pk</u>	<u>3100</u>
138.	3	"Cavalier" List-finders, complete	<u>1345<sup>00</sup></u>	<u>4035</u>
139.	4	List Finders refills, Cavalier Model	<u>295<sup>00</sup></u>	<u>1180</u>
140.	5	Bates List Finders, "Director" Model - complete	<u>895<sup>00</sup></u>	<u>4475</u>
141.	4	List Finders Refills, "Director" Model	<u>295<sup>00</sup></u>	<u>1180</u>
142.	3 bxs.	3631 Carter's Purple Ditto Masters, 8 1/2 x 11 Sub. Allied	<u>745<sup>00</sup> bx</u>	<u>2235</u>
143.	15 doz.	Felt-tipped Markers, Pencil type, Estabrook, various colors, Sub. Dri-Mark PR & PFR	<u>398<sup>00</sup> doz</u>	<u>5970</u>
144.	15 doz.	Hi-Liters Assorted Colors	<u>530<sup>00</sup> doz</u>	<u>7950</u>
145.	12	Sterling Master Envelopes, Moistened (Plastic tube with sponge)	<u>40<sup>00</sup></u>	<u>480</u>
146.	20 gr.	Black Lead Pencils, Ticonderoga #2, 2 1/2, & 3.	<u>15<sup>30</sup> gr</u>	<u>306.00</u>
147.	25 doz.	Eagle Veri-Thin Pencils, with erasers, various colors	<u>195<sup>00</sup> doz</u>	<u>4875</u>
148.	10 doz.	Eagle Veri-Thin Pencils, without erasers, various colors	<u>195<sup>00</sup> doz</u>	<u>1950</u>
149.	4 doz.	A.W. Faber-Castell Drawing Pencils 2H & 3H	<u>398<sup>00</sup> doz</u>	<u>1592</u>
150.	30 doz.	All-Rite Office Ritters, Extra fine line, #522, #542, Colors Red, Blue & Black	<u>298<sup>00</sup> doz</u>	<u>8940</u>
151.	30 doz.	S54E Med. All Rite Pens	<u>2.25<sup>00</sup> doz</u>	<u>67.50</u>
152.	6 doz.	#208 Magic Marker - All Colors	<u>3.75<sup>00</sup> doz</u>	<u>22.50</u>
153.	2 doz.	Universal Refills for Ball Point Pens, Medium point, Blue, Black and Red	<u>380<sup>00</sup> doz</u>	<u>760</u>
154.	4 doz.	Magic Markers Wide Nib. El Marko	<u>NO</u>	<u>900TE</u>
155.	1 grs.	Pentel Rolling Riter Assorted Colors #R-100	<u>96<sup>00</sup> gr</u>	<u>96.00</u>
156.	1 grs.	Wonder Ritters Assorted Colors	<u>4968<sup>00</sup> gr</u>	<u>49.68</u>
157.	6 doz.	Lindy Medium Pens #460M Assorted Colors	<u>490<sup>00</sup> doz</u>	<u>2940</u>
158.	5 tubes	Pentel Eraser Refills	<u>46<sup>00</sup></u>	<u>230</u>

ITEM	EST. QTY.	DESCRIPTION	UNIT PRICE	EST. TOTAL
159.	6	Sta-Put Pen and Anchors - W. T. Rogers	199e	11.94
160.	1 doz.	Sta-Put Pen Refills - W. T. Rogers	.90e	10.80
161.	30 doz.	Bic Pens, Medium Point	22502	67.50
162.	30 doz.	Bic Pens, Fine Point	3.00	90.00
163.	2 doz.	Papermate Pens, Refillable Ball Point	9 <sup>50</sup> 02	19.00
164.	18	Pental Sharp 5 Eversharp	298e	53.64
165.	15 tubes	Pental Lead for Sharp 5 Pencils	56 TUBE	8.40
166.	2 doz.	Dri-Mark Nylon Tip Pen, Various Colors	42502	8.50
167.	10	Medium Priced Metal Letter Openers	59e	5.90
168.	1 ct.	#2 Dennison gummed Reinforcements, 72 boxes to a carton	27 <sup>00</sup> ct	27.00
169.	12	12" Wood Ruler, with double metal edge	55e	6.60
170.	12	15" Wood Ruler, with double metal edge	.60e	7.20
171.	12	18" Wood Ruler, with double metal edge	.70e	8.40
172.	10	8" straight scissors, medium priced	199e	19.90
173.	18	#30 Acco Staplers #73304	975e	175.50
174.	25 bxs.	Staples for #4 Swingline Staplers	7001	17.50
175.	5 bxs.	Ace #700 undulated staples	14501	7.25
176.	3	#702 Ace Clipper Staples <b>MACHINES</b>	8.35	25.05
177.	20	Ace Standard #600 Staple Removers	.65e	13.00
178.	10	Pencil Sharpener, Boston 1068, self-feed Beige color, vacuum Base	795e	79.50
179.	5	Desk Organizers K3-20HV-GRA	1470e	73.50
180.	5	Desk Organizers #306	10.75e	53.75
181.	2 rls.	#710 Scotch Tape, 2" wide x 72 yds. black pressure	11.172	22.34
182.	30	#810 Mending Tape, 1/2" x 1296"	902	27.00
183.	30	#810 Mending Tape 3/4" x 300" with Dispenser	.522	15.60

ITEM	EST. QTY.	DESCRIPTION	UNIT PRICE	EST. TOTAL
184.	75	#810 Mending Tape, 3/4 x 1296"	<u>1.20e</u>	<u>90.00</u>
185.	10	#810 Mending Tape 3/4" x 2592"	<u>2.14e</u>	<u>21.40</u>
186.	35	#600 Scotch Tape, 1/2" x 1296"	<u>64e</u>	<u>22.40</u>
187.	25	#600 Scotch Tape, 3/4" x 1296"	<u>89e</u>	<u>22.25</u>
188.	10	#600 Scotch Tape, 3/4" x 2592"	<u>142e</u>	<u>1420</u>
189.	25	#230 Scotch Brand Drafting Tape, 3/4" x 60 yds. rolls	<u>174e</u>	<u>43.50</u>
190.	10	#230 Scotch Brand Drafting Tape, 1" x 60 Yard Rolls	<u>2.17e</u>	<u>21.70</u>
191.	50 ft.	Magnetic Tape - 1/2" Wide	<u>NO QUOTE</u>	
192.	20 rls.	1/4" Wide Dymo Tape, Black, Blue, Green & Brown	<u>.68rl</u>	<u>13.60</u>
193.	20 rls.	3/8" Wide Dymo Tape, Black, Blue, Green & Brown	<u>.85rl</u>	<u>17.00</u>
194.	10 rls.	1/2" Dymo Tape, Assorted Colors	<u>1.05rl</u>	<u>10.50</u>
195.	6	Engrs. Scales & Cases (3 sided)	<u>NO QUOTE</u>	
196.	15 bxs.	1/2" Clear Index Tabbing, 5 ft. per box	<u>.70 Bx</u>	<u>10.50</u>
197.	10 bxs.	1/3" Index Tabs, Various Colors, 5 ft. per box	<u>.70 Bx</u>	<u>7.00</u>
198.	12 rls.	#880, 3/4" x 60 yd., Filament tape, Scotch Brand	<u>2.99rl</u>	<u>35.88</u>
199.	6	#18 Polished Cotton Twine 1/2" Balls	<u>1.95e</u>	<u>11.70</u>
200.	6	2 1/2 lb. Cones of 20 Ply Cotton Twine	<u>NO QUOTE</u>	
201.	15	19 x 24 Green Desk Pad Blotters	<u>25e</u>	<u>3.75</u>
202.	25	19 x 24 Desk Pads, Green 21403	<u>2.75e</u>	<u>68.75</u>
203.	50	19 x 24 Acetate Desk Pad Covers, .0075 thick	<u>1.00e</u>	<u>50.00</u>
204.	5	Rubber Pads for Under Typewriters	<u>1.50e</u>	<u>7.50</u>
205.	3	X6-403CR, 1/4" Clipper type paper punches	<u>1.12</u>	<u>3.36</u>
206.	15	Write-O-Folio Jr.	<u>1.75</u>	<u>26.25</u>
207.	15	Write-O-Folio Legal size	<u>3.60</u>	<u>54.00</u>
208.	20	Write-O-Folio Letter Size	<u>2.80</u>	<u>56.00</u>
209.	6 doz.	Liquid Paper - White	<u>.60e</u>	<u>43.20</u>

ITEM	EST. QTY.	DESCRIPTION	UNIT PRICE	EST. TOTAL
210.	12 bt.	Liquid Paper Thinner	35 <sup>a</sup>	4.20
211.	30 btls.	Liquid Paper - Copies Only	70 <sup>a</sup>	21.00
212.	30 btls.	Liquid Paper - In Colors	70 <sup>a</sup>	21.00
213.	15 gal.	Ditto Fluid, in 1 gallon jugs	N O 90075	
214.	5 doz.	A-59 Bic Pens	576 <sup>02</sup>	28.80
215.	10	Stamp Pads Ink, in 1½ oz. bottles black & red	90 <sup>4</sup>	9.00
216.	2 doz.	Carter's Rubber Cement, 4 oz. bottles, Sub. Ross - Evans	7.20 <sup>02</sup>	14.40
217.	5	Empty Pint Jar, with Applicator Brush, for Carter's Rubber Cement	30 <sup>0</sup>	15.00
218.	2	Carter's Rubber Cement, in 1 gallon containers	9.75 <sup>02</sup>	19.50
219.	2	Carter's Rubber Cement Thinner, in 1 quart containers, Sub. Ross-Evans	285 <sup>a</sup>	5.70
220.	15	Scat Typewriter Cleaner, 2 oz. Bottles	1.05 <sup>a</sup>	15.75
221.	2,500	Tag Wire, 12" 1000 per bundle	3.85 <sup>M</sup>	9.62
222.	20 pcs.	Poster Board 22" x 28" White	45 <sup>a</sup>	9.00
223.	10 bxs.	Large Thumb Tacks, #4, 100 per box	39 <sup>01</sup>	3.90
224.	5 doz.	Map Tacks, Assorted Colors	24 <sup>02</sup>	1.20
225.	10 sets	C1-213-8 Aico Indexes	90	9.00
226.	8 cans	3M Desk & Office Cleaners	1.75 <sup>a</sup>	14.00
227.	2 sets	9" High Metal Bookends	3.15 <sup>20</sup>	6.30
228.	4 sets	5" High Metal Bookends	140 <sup>80</sup>	5.60
229.	5	15" Waste Baskets	4.25 <sup>a</sup>	21.25
230.	5	12½" Waste Baskets	19 <sup>0</sup>	9.50
231.	20	47-812 Binders	1.20 <sup>a</sup>	24.00
232.	9	241-40N Post Binders	10.85 <sup>a</sup>	97.65
233.	3	LV-219-A Legal Accordion File Alphabetized	750 <sup>a</sup>	22.50
234.	3	R217A, Accordion or expanding files, letter size alphabetized	485 <sup>a</sup>	14.55



ITEM	EST. QTY.	DESCRIPTION	UNIT PRICE	EST. TOTAL
235.	35	Indexes 504-40M	1.75 <sup>lot</sup>	61.25
236.	3 doz.	Flash 32 Markers	4.74 <sup>doz</sup>	14.22
237.	2,500	C-35 Roledex Cards	5.95 <sup>M</sup>	14.87
238.	6 doz.	Flash 30 Markers Assorted Colors	4.14 <sup>doz</sup>	24.84
239.	3	3 Hole Paper Punch Y4-33	7.20	21.60
240.	1 doz.	#1 Daters	135 <sup>e</sup>	16.20
241.	1 doz.	#2 Daters	1.70 <sup>e</sup>	20.40
242.	500 Rolls	2 1/4" Add Machine Paper Single & White	28.00 <sup>100</sup>	140.00
243.	500 Rolls	3" Add Machine Paper	45.50 <sup>100</sup>	227.50
244.	500 Rolls	3 7/16" Add Machine Paper	54.00 <sup>100</sup>	270.00
245.	1 doz.	#21 Liberty Box	288 <sup>e</sup>	34.56
246.	50	C-213 Alpha. Index	NO QUOTE	
247.	8 bxs.	#42 Oxford Plastic Tabs	150 <sup>Box</sup>	12.00
248.	10 gross	PILOT FINE LINE SWPP	57.00 <sup>gross</sup>	570.00
249.	50	Budd Cassette Tapes 60 Min.	NO QUOTE	
250.	50	Budd Cassette Tapes 90 Min.	NO QUOTE	
251.	1,500	#12 Manila Envelopes	42.00 <sup>M</sup>	63.00
252.	2,500	#5-G Manila Tags	999 <sup>M</sup>	24.97
253.	1 1/4 gross	Hard Head Flair	78.00 <sup>gross</sup>	117.00
254.	1 1/4 gross	Quick Sliver Flair	95.88 <sup>gross</sup>	143.82
255.	1 1/4 gross	Ultra Fine Flair	78.00 <sup>gross</sup>	117.00
256.	2,500	2 1/4" x 4" Roll-O-Dex Cards	490 <sup>M</sup>	12.25
257.	2,500	Nat #14-280 Filler Paper	16.80 <sup>M</sup>	42.00
258.	1 1/4 gross	FF3 Folder Labels All Colors	158.40 <sup>gross</sup>	237.60
259.	1 1/4 gross	RL-3 Roll Labels All Colors	158.40 <sup>gross</sup>	237.60

NON-COLLUSION AFFIDAVIT

STATE OF INDIANA, }  
Allen COUNTY } SS:

The undersigned bidder or agent, being duly sworn on oath, says that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale or contract.

*Jack B. Schreck*

Jack B. Schreck, Partner

Bidder or Agent

For Shrex of Fort Wayne

Firm or Corporation

Subscribed and sworn to before me this 30th day of May, 1980.

My Commission Expires

10/11/82

*Anne Kostoff*

Anne Kostoff



## PROPOSAL AND BID SURETY FORM

Ref. No. 563-G

## PROPOSAL:

In compliance with the foregoing invitation to bid and subject to all of the conditions thereof the undersigned offers and agrees, if this bid is accepted within a reasonable time from date of opening of bids, to enter into a contract in accordance with the prices stated herein.

The Legal Advertisement, General Conditions, Instructions to Bidders, Information for Bidders, Special Conditions, Specifications, and Plans applying form a part of this proposal.

This proposal is supported by the following bid surety as required by law and signatures affixed thereto constitute both a proposal and bid surety executed by the bidder.

## BID SURETY (REQUIRED BY LAW):

BOND FORM: (USE THIS BOND FORM—NO ALTERNATE FORM OF BOND WILL BE CONSIDERED).

KNOW ALL MEN BY THESE PRESENTS, THAT we, the undersigned, are held and firmly bound unto the City of Fort Wayne, State of Indiana, in the sum of Six Hundred and no/100-----

----- Dollars, to be paid on demand to said City of Fort Wayne, its successors and assigns for which payment well and truly to be made, we hereby bind ourselves, our heirs, successors, executors, and administrators, jointly and severally firmly by these presents.

The condition of this obligation is such that if the bid or proposal attached hereto and made a part hereof and submitted to the within named division of the City of Fort Wayne or its duly constituted agent, is accepted and a contract awarded to the undersigned bidder and the said bidder shall within ten (10) days after notice of said award enter into a contract with the said City of Fort Wayne, State of Indiana, and shall secure the performance of the same by bond or otherwise as may be required to the satisfaction of the City of Fort Wayne, Indiana then this obligation shall be null and void; otherwise to be in full force and effect.

## BID CHECK (ALTERNATE FORM OF SURETY):

If a corporate surety is furnished, it is necessary that a certificate authorizing the "attorney-in-fact" to sign the bond accompanying the same.

Certified ☐

Cashiers ☐ Check No. ----- in the sum of -----

----- Dollars

on ----- Bank

of -----

is herewith submitted and deposited in lieu of bond under the same terms and conditions as set forth in the above bond.

Note: If Check is used as Bid Surety—Attach here.

## SIGNATURES (BID SURETY AND PROPOSAL):

Witnessed by:

James E. Howell

OTHER PARTIES INTERESTED IN THIS PROPOSAL

(See 14—Signatures under General Conditions, etc.)

List all Parties if Partnership

Witnessed by:

James E. Howell

BIDDER  
AND  
PRINCIPAL

SURETY

## SHREX OF FORT WAYNE

Name of Bidder—Print or Type

By

James E. Howell  
Signature of Person Authorized to Sign

Title Partner

323 E. Berry St.

Street Name and Number

Fort Wayne, Indiana 46802

City, State and Zip Code

Date May 30, 1980

SEE COVER LETTER

Trinity Universal Insurance Company

Name of Company—Print or Type

Incorporated Texas

In the State of

Address C/O Mettler-Nix Agency  
222 E. Berry St. Ft. Wayne, IN

By

James E. Howell  
Sign on this Line

Date May 30, 1980





Dallas, Texas 75201

# POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That TRINITY UNIVERSAL INSURANCE COMPANY and SECURITY NATIONAL INSURANCE COMPANY, each a Texas Corporation and TRINITY UNIVERSAL INSURANCE COMPANY OF KANSAS, INC., a Kansas Corporation do hereby appoint

**A. L. NIX - FORT WAYNE, INDIANA**

its true and lawful Attorney(s)-in-Fact, with full authority to execute on its behalf fidelity and surety bonds or undertakings and other documents of a similar character issued in the course of its business, and to bind the respective company thereby, in amounts or penalties not exceeding the sum of

**TWO HUNDRED FIFTY THOUSAND AND NO/100** Dollars (\$ **250,000.00** )

EXCEPT NO AUTHORITY IS GRANTED FOR:

1. Bid or proposal bonds where estimated contract price exceeds the amount stated herein.
2. Open Penalty bonds.
3. Bonds where Attorney(s)-in-Fact, appear as a party at interest.

IN WITNESS WHEREOF, TRINITY UNIVERSAL INSURANCE COMPANY, SECURITY NATIONAL INSURANCE COMPANY and TRINITY UNIVERSAL INSURANCE COMPANY OF KANSAS, INC., have each executed and attested these presents

this 19th day of JULY, 19 77

*Judy Fagan*  
JUDY FAGAN, ASST. SECRETARY

*A. J. Tyler*  
A. J. TYLER, PRESIDENT

## AUTHORITY FOR POWER OF ATTORNEY

That TRINITY UNIVERSAL INSURANCE COMPANY and SECURITY NATIONAL INSURANCE COMPANY, each a Texas Corporation and TRINITY UNIVERSAL INSURANCE COMPANY OF KANSAS, INC., a Kansas Corporation, in pursuance of authority granted by that certain resolution adopted by their respective Board of Directors on the 1st day of March, 1976 and of which the following is a true, full, and complete copy:

"RESOLVED, That the President, any Vice-President, or any Secretary of each of these Companies be and they are hereby authorized and empowered to make, execute, and deliver in behalf of these Companies unto such person or persons residing within the United States of America, as they may select, its Power of Attorney constituting and appointing each such person its Attorney-in-Fact, with full power and authority to make, execute and deliver, for it, in its name and in its behalf, as surety, any particular bond or undertaking that may be required in the specified territory, under such limitations and restrictions, both as to nature of such bonds or undertakings and as to limits of liability to be undertaken by these Companies, as said Officers may deem proper, the nature of such bonds or undertakings and the limits of liability to which such Powers of Attorney may be restricted, to be in each instance specified in such Power of Attorney.

RESOLVED, That any and all Attorneys-in-Fact and Officers of the Companies, including Assistant Secretaries, whether or not the Secretary is absent, be and are hereby authorized and empowered to certify or verify copies of the By-Laws of these Companies as well as any resolution of the Directors, having to do with the execution of bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, or with regard to the powers of any of the officers of these Companies or of Attorneys-in-Fact.

RESOLVED, That the signature of any of the persons described in the foregoing resolution may be facsimile signatures as fixed or reproduced by any form of typing, printing, stamping or other reproduction of the names of the persons hereinabove authorized."

## CERTIFICATION OF POWER ATTORNEY

I, Judy Fagan, Asst. Secretary of TRINITY UNIVERSAL INSURANCE COMPANY, SECURITY NATIONAL INSURANCE COMPANY and TRINITY UNIVERSAL INSURANCE COMPANY OF KANSAS, INC. do hereby certify that the foregoing Resolution of the Boards of Directors of these Corporations, and the Power Attorney issued pursuant thereto, are true and correct and are still in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the facsimile seal of each Corporation

this 30 day of May, 19 80



*Judy Fagan*  
JUDY FAGAN, ASST. SECRETARY

TITLE OF ORDINANCE SPECIAL ORDINANCE - BLANKET CITY UTILITIES PURCHASE ORDERS NO. B-2239, B2240 &

B-2241

DEPARTMENT REQUESTING ORDINANCE BOARD OF PUBLIC WORKS

2-80-06-22

SYNOPSIS OF ORDINANCE BLANKET CITY UTILITIES PURCHASE ORDERS NUMBERED AS FOLLOWS:

BUSINESS EQUIPMENT COMPANY B-2239

SHREX OF FORT WAYNE B-2240

DOUBLEDAY BROTHERS B-2241

OFFICE SUPPLIES FOR THE OFFICE SERVICES DEPARTMENT.

(MEMORANDUM AND PURCHASE ORDERS ATTACHED)

EFFECT OF PASSAGE ACQUISITION OF OFFICE SUPPLIES FOR THE VARIOUS DEPARTMENTS OF THE CITY

EFFECT OF NON-PASSAGE INTERRUPTION OF OFFICE OPERATIONS

MONEY INVOLVED (DIRECT COSTS, EXPENDITURES, SAVINGS) FROM CITY UTILITIES

ESTIMATED AMOUNTS	B-2239	\$3002.80
	B-2240	\$3256.23
	B-2241	\$3521.43

ASSIGNED TO COMMITTEE

City Utilities